



Great Start to Quality STARS User Manual

STARS - Systematic Tiered Assessment and Rating Solution

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Introduction to the Great Start to Quality STARS Data System

Welcome to Great Start to Quality STARS, the online platform for Great Start to Quality, Michigan's tiered quality rating and improvement system. The STARS platform was developed by Mosaic Network, Inc., as a part of Michigan's high quality support structure for early learning and development programs.

Using Great Start to Quality STARS you can:

- ★ **Help streamline quality improvement efforts**
- ★ **Save time**
- ★ **Reduce duplication in work**
- ★ **Isolate areas to focus on**
- ★ **Improve the lives of children and families**

What is Great Start to Quality STARS?

Great Start to Quality STARS is a comprehensive data tracking system. Using this system, you can:

- ★ Easily and effectively assess your current activities
- ★ Create a plan to improve quality
- ★ Access resources and individualized program support

How can Great Start to Quality STARS Help Me?

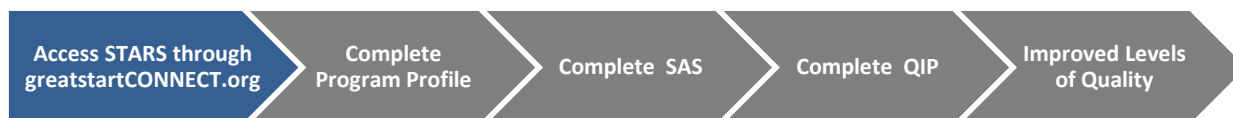
STARS will help you assess your program across a set of consistent standards being applied across the state of Michigan. It will make the evaluation of your program and its respective strengths and weaknesses an easily completed task and will provide informed tips for how you can improve your quality over time.

Typical Workflow in STARS

The tasks involved in using STARS typically follow the workflow depicted below. The contents of this manual will reflect this workflow, addressing each of the stages of the QRIS process.



Getting Started



STARS is available online, so you don't need to download or install anything! Program providers have access to STARS through their greatstartCONNECT.org accounts.

- ★ Log in to www.greatstartconnect.org and click **Provider/Program Log In** to get started.



- ★ Enter your User ID and Password.
- ★ Click the **Great Start to Quality** button



This takes you into the Great Start to Quality STARS platform!

Overview of Using STARS

When you log in to Great Start to Quality STARS, you will arrive at a screen that looks like the one below. The screen is comprised of two main sections:

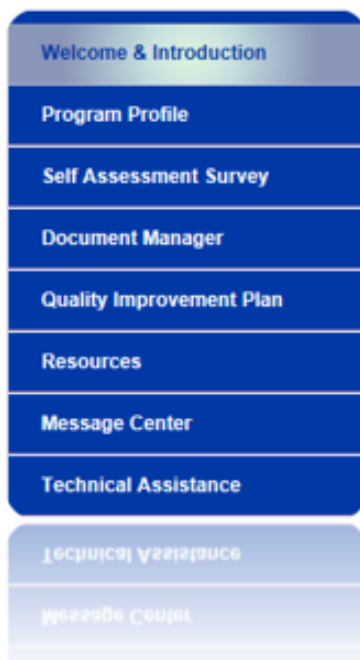
1 STARS Navigation Menu

2 STARS Data Screen

An image and brief description of each can be found on the next page.



1 STARS Navigation Menu



- ★ **Welcome & Introduction** *Provides instruction and context to the STARS system.*
- ★ **Program Profile** *Quick access to all your program information, including program model, contact information and more.*
- ★ **Self-Assessment Survey** *Access your Self-Assessment Survey and begin your quality rating. You may not begin here until you have completed your Program Profile.*
- ★ **Document Manager** *Upload and maintain documents required for your Self-Assessment Survey. These documents remain independent of your SAS status.*
- ★ **Quality Improvement Plan** *Create a Quality Improvement Plan based on the results of your Self-Assessment Survey. You may not begin here until your SAS is submitted.*
- ★ **Resources** *A library of resources to assist you*
- ★ **Message Center** *Access notifications and communications with Quality Improvement staff*
- ★ **Technical Assistance** *If you need assistance with any part of STARS click Technical Assistance for various ways of contacting help.*



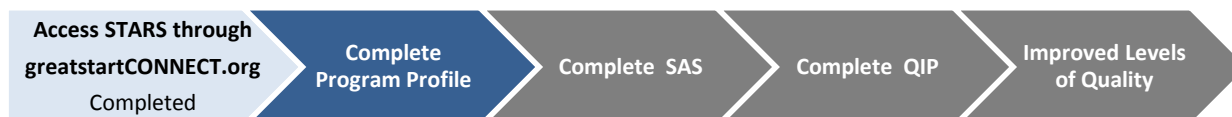
2

STARS Data Screen

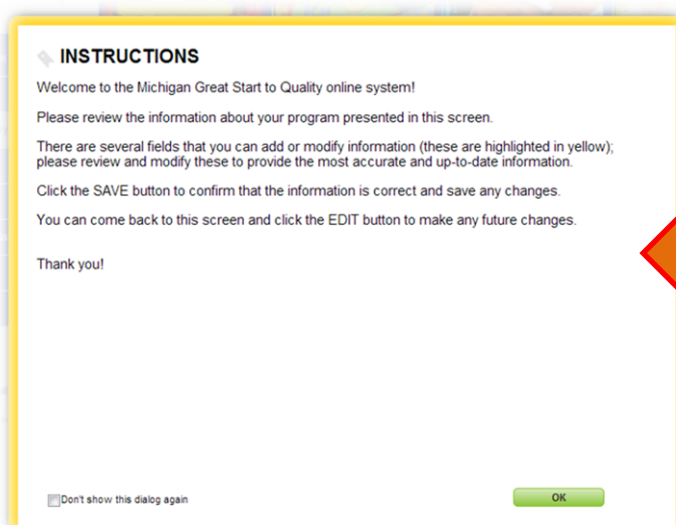
This section of the screen will change depending on the section of STARS you are working in.



Your Program Profile



Completing your Program Profile is the first step towards working on your SAS and QIP. If you attempt to access any other part of STARS without first completing your Program Profile, you will encounter a message indicating that you need to complete your Program Profile.



Heading into your Program Profile, you will be greeted by an Instructions pop up. This will generate each time you navigate to your Program Profile.

The quick guide outlines briefly what actions you will perform in that module.

Why is the Program Profile Important?

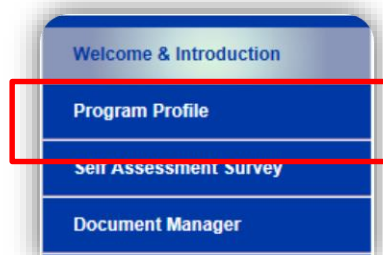
Your Program Profile information will determine the version of the Self-Assessment Survey (SAS) that applies to you.

There are 3 types of programs that use STARS:

- ★ Registered Family Child Care Home
- ★ Licensed Group Child Care Home
- ★ Licensed Child Care Centers

The version of the SAS that applies to you will be determined based on your program type and if your program employs assistants.

To access your **Program Profile**, just click on the STARS menu link



Editing your Program Profile

The Program Profile section of STARS contains information about your program or center. Some of this information will be present when you initially log in. This information is automatically populated through the Bureau for Child and Adult Licensing (BCAL).

Test Center 24

Help! I want to change some of my program information but I can't! [Click here for help.](#)

General Information About Your Program

Business Name Test Center 24
License Number CENTERTEST24
Program Type Licensed Child Care Center
Address 1234 Main St
Buckley, MI 49620
County WEXFORD
Region Northwest Region

Primary Quality Contact Person

First Name [Yellow field]
Last Name [Yellow field]
Title [Yellow field]
Telephone 2312693822
Primary email email@example.com
Secondary email [Yellow field]

Secondary Site Contact Person (if Different)

First Name [Yellow field]
Last Name [Yellow field]
Title [Yellow field]
Telephone [Yellow field]
E-mail [Yellow field]

☐ Check this box if you want this person to receive email notifications

Additional Program Information

Are you serving children with high needs? (Not Selected)

Callout Boxes:

- Click **Save** when you are finished entering your information. When you have saved, the button will change to **Edit**. Clicking this will allow you to edit some information.
- Information that is already present when you log in comes from the Bureau for Child and Adult Licensing and cannot be edited here.
- Many yellow fields are mandatory. If you attempt to save without filling these, they will highlight red for your attention.

Verify Your Information

Make sure that your licensing information is correct and up to date!

If you find any errors, click the **Help** link. You will need to contact the Bureau for Child and Adult Licensing to update your information before submitting your Self-Assessment Survey.

Help! I want to change some of my program information but I can't! [Click here for help.](#)

General Information About Your Program

Business Name Test Center 24

The Program Profile Form

As you scroll through the Program Profile screen, you will notice that there are multiple sections of information that are required. These specific pieces are outlined below.

Primary Quality Contact Person

First Name

Last Name

Title

Telephone 2312693822

Primary email email@example.com

Secondary email

Secondary Site Contact Person (if Different)

First Name

Last Name

Title

Telephone

E-mail

Contact Information:

Enter contact information for your:

- ★ Primary Quality Contact Person
- ★ Secondary Site Contact Person (if different)

Additional Program Information

Are you serving children with high needs?

High Needs Students Definition:

Children with High Needs means children from birth through kindergarten entry who are:

- From low-income families or otherwise in need of special assistance and support;
- Children who have disabilities or developmental delays;
- English learners;
- Children who reside on "Indian lands" as that term is defined by section 8013(6) of the ESEA;
- Children who are migrant, homeless, or in foster care.

Additional Program Information

Use the dropdown menu to indicate if you are serving children with high needs.

Classroom Information

Do you want to complete an individual Self-Assessment Survey (SAS) for each classroom?

Delete?	Description	Type	Duration	Program Type	Identifier
	Page 1 of 0	Search		Displaying records 0 - 0 of 0	

[Add Classroom](#)

Classroom Information

Every program must add at least one classroom. This creates a base for your Self-Assessment Survey.

If you have multiple classrooms, you will need to specify in the dropdown menu, whether you want to create a Self-Assessment Survey for every classroom (Option 'YES'), or create one Self-Assessment Survey that will apply to all classrooms (Option 'NO'). Each classroom you create will show here in a list.

If you have only one program, you will have only one Self-Assessment Survey.

Accreditation Information

[Why can't I edit my information?](#)

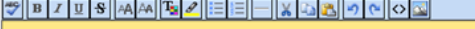
Are you accredited by NAEYC? No

Are you accredited by NAFCC? No

Other?

Accreditation Expires

Program Narrative 



Accreditation Information

Enter any accreditation sources that are not NAEYC or NAFCC. The information already in place can only be changed by contacting your Resource Center at (877-614-7328)

Program Narrative 



Program Narrative

Enter a description of your program (optional)



The screenshot shows the bottom portion of the STARS profile page. At the top, there are three square profile photos: a child's hands playing with colorful blocks, a smiling child being held, and a child peeking from under a blanket. Below the photos, there is a text area with a placeholder message: "Information but I can't! Click here for help." At the bottom of the page, there is a large green "Save" button. A red rectangular box highlights this button, and a red arrow points from the text box on the right towards it. The text "Care Center" is visible at the bottom left of the page.

When you have finished entering your program profile details, **click the Save button at the top of the page.**

Be very sure that all information you have entered is correct, as you may not be able to edit some information after saving.

Adding Classrooms

Part of the process for completing your program profile is adding classrooms.

Programs may choose to complete a multi-classroom Self-Assessment Survey, by selecting **Yes**, if a classroom level rating is required for funding purposes. Selection of the multi-classroom Self-Assessment Survey option will require the completion of a full Self-Assessment Survey for each classroom. Selecting **No** will require the program to complete one single Self-Assessment Survey for their program that is representative of all classrooms.

Every program will need to add at least one to get started with their Self-Assessment Survey.

Classroom Information

Do you want to complete an individual Self-Assessment Survey (SAS) for each classroom? No

Delete?	Description	Type	Duration	Program Type	Identifier
Page 1 of 0 Search Displaying records 0 - 0 of 0					

[Add Classroom](#)

To begin, click the **Add Classroom** link. This will generate a pop up with options for you define the type of classroom you are entering.

ADD CLASSROOM

Description

Type ☐ Family/Group Home

Duration ☐ Half Day
☐ Full Day
☐ AM
☐ PM

Setting Identifier

Description: Examples for what information you would display here include teacher name, classroom title, or room number.
 (i.e. *Bright Stars*, *Ms. Johnson's room*, or *Room 17*)

Type: This section will allow you to select the classroom type according to your program type (ex. *Family/ Group Home*, *Preschool*, *Infant Toddler*)

Duration: Indicate here whether your program provides Half Day, or Full Day care, and whether that is for AM, PM, or both.

Setting: When applicable, select whether this classroom is GSRP, Head Start, or NAEYC accredited.

Identifier: This will auto-populate a unique classroom identifier based on your selections. This number can be used to track your individual classrooms progress.

Click **Save** to save that classroom to your list. Be sure all areas are filled out correctly.

Your classroom will now generate in your list of added classrooms, displaying your selections in the appropriate columns.

These columns are:

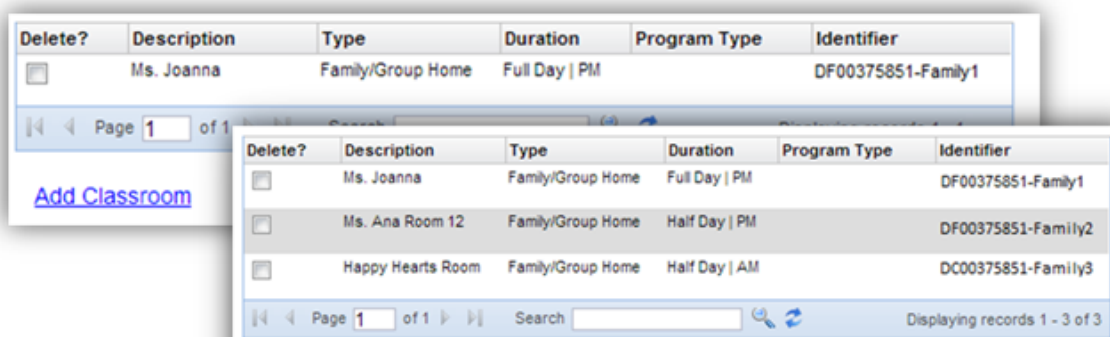
Description: The name of the classroom you have identified

Type: Indicating your SAS type

Duration: Shows the length of service you indicated the classroom provides

Program Type: If your classroom is GSRP, Head Start, or NAEYC accredited, it will show in this column

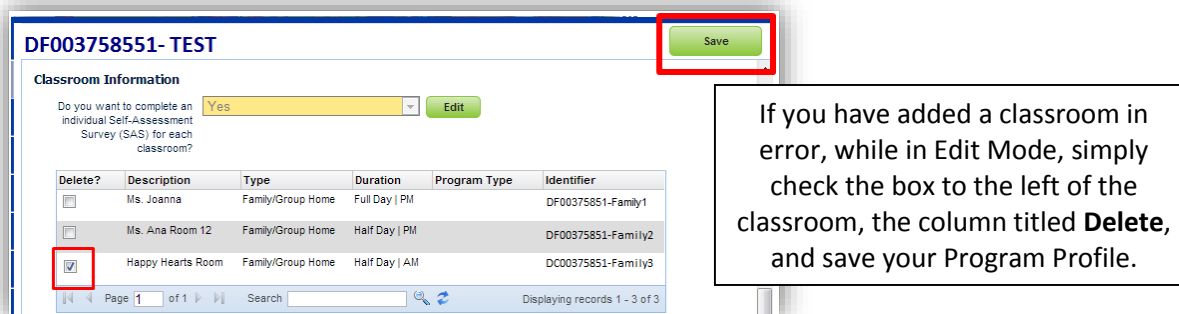
Identifier: Your classrooms unique identification number based on your selections.



The screenshot shows a table with the following columns: Delete?, Description, Type, Duration, Program Type, and Identifier. The table contains three rows of classroom data. Below the table, there is a 'Page 1 of 1' indicator and a search bar. A blue button labeled 'Add Classroom' is highlighted with a red box.

Add Classroom

If you have multiple classrooms, continue adding classrooms by clicking **Add Classroom** and complete the process again.



The screenshot shows the 'DF003758551- TEST' program profile in Edit Mode. At the top right, there is a green 'Save' button highlighted with a red box. Below the title, there is a 'Classroom Information' section with a dropdown menu set to 'Yes' and an 'Edit' button. A table with the same columns as the previous screenshot is shown, with the 'Delete?' checkbox for 'Happy Hearts Room' checked and highlighted with a red box.

DF003758551- TEST

Classroom Information

Do you want to complete an individual Self-Assessment Survey (SAS) for each classroom? Yes Edit

Delete? **Description** **Type** **Duration** **Program Type** **Identifier**

☐ Ms. Joanna Family/Group Home Full Day | PM DF00375851-Family1

☐ Ms. Ana Room 12 Family/Group Home Half Day | PM DF00375851-Family2

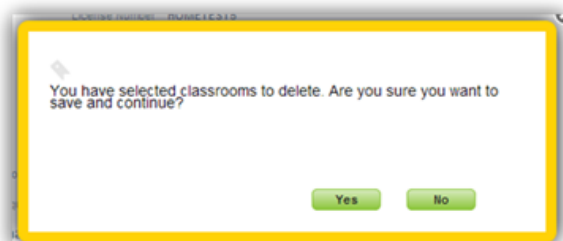
☒ Happy Hearts Room Family/Group Home Half Day | AM DC00375851-Family3

Page 1 of 1 Search

Displaying records 1 - 3 of 3

If you have added a classroom in error, while in Edit Mode, simply check the box to the left of the classroom, the column titled **Delete**, and save your Program Profile.

Click **Save** to delete the classroom. You will be asked to confirm this action before the system will save.



To enter Edit mode and re-add a classroom, click **Edit** located at the top of your program profile, and follow the same procedure for adding a new classroom.

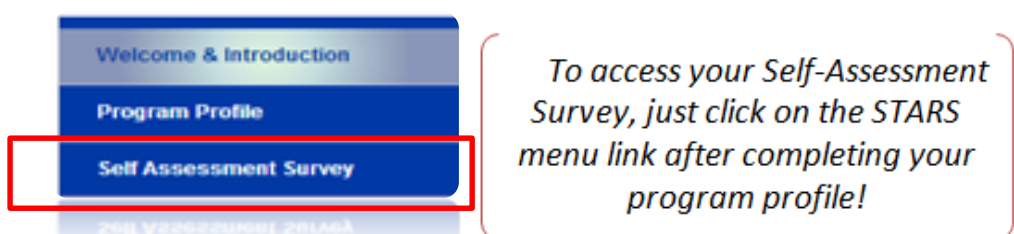
When you are done editing your program profile, click **Save**. You are now ready to begin your Self-Assessment Survey or begin uploading supporting documents into Document Manager.

The Self-Assessment Survey (SAS)



Either completing your Self-Assessment Survey (SAS) or uploading documents into your Document Manager are the first steps in the process.

First we will walk through completing your SAS. In this stage, you will be completing the survey that will determine your program's initial star rating.



This is the general view of a brand new Self-Assessment Survey that has not yet been started. Until you enter your selected indicators, you will be rated at a one star level, with zero points. This section will update as you progress through your Self-Assessment Survey.



The Components of the Self-Assessment Survey (SAS) Screen

Each of the components contained in the Self-Assessment Survey screen are shown below. A full explanation of each component and its relevance to the self-assessment and planning process will be outlined step-by-step.

Your Business Name and License Number are displayed here. If you are Head Start, GSRP or NAEYC Accredited, that information will also show below your business name.

Test Center 7 (CENTERTEST7)

[CLICK HERE FOR INSTRUCTIONS](#)

Reports:

Documents: [GSQ Standards & Points](#)

Progress

Program Profile Completed SAS Started Review Approval

Displays your progress through the QRIS workflow.

Allows you to run a quick report selected from the drop down menu.

The Five Core Assessed SAS categories:

1. Staff Qualifications and Professional Development
2. Family and Community Partnerships
3. Administration and Management
4. Environment
5. Curriculum and Instruction

Self-Assessment Survey: Child Care/ Preschool Centers

1. Staff Qualifications and Professional Development

	SAS Points
Administrator/ Director Qualifications	0 / 4
Staff Qualifications	0 / 7
Professional Development	0 / 5
Subtotal	0 / 16

2. Family and Community Partnerships

	SAS Points
Family Partnerships and Family Strengthening	0 / 4
Community Partnerships	0 / 4
Subtotal	0 / 8

Indicates the version of Self-Assessment Survey that applies to you.

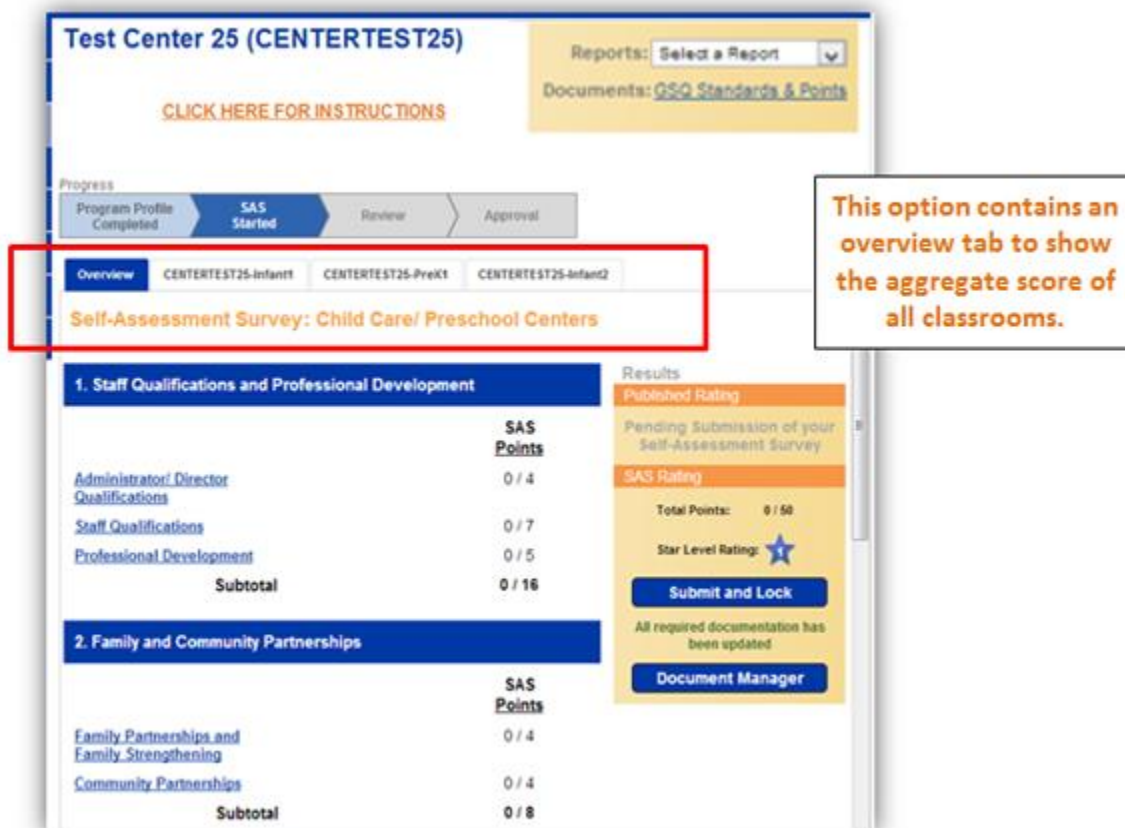
Overview of earned points from indicator selections

Your Results Dashboard will house your scores and results as you progress through the QRIS process.

Once you have completed all available steps, your Published Rating will generate at the top of the form. This rating will then publish to greatstartCONNECT.org.



In the Program Profile, you had the option to create a separate SAS for each classroom. This would appear in the system as a tabbed view of each classroom, with an initial overview screen reflecting the average score across classrooms as shown below:



There is one submit button for all classrooms, so you should be ready to submit *all* your classrooms before clicking the **Submit** button.

Remember the **Submit** button locks your Self- Assessment Survey and prevents any further editing.

As you complete your Self-Assessment Survey form(s), you will be able to review the information you have entered in an easy-to-understand way.

Total of points earned and Star Level Rating progress

Category	Item	SAS Points
1. Staff Qualifications and Professional Development	Administrator/ Director Qualifications	0 / 4
	Staff Qualifications	5 / 7
	Professional Development	0 / 5
	Subtotal	5 / 16
2. Family and Community Partnerships	Family Partnerships and Family Strengthening	4 / 4
	Community Partnerships	0 / 4
	Subtotal	4 / 8
3. Administration and Management	Administration and Management	0 / 6
	Subtotal	0 / 6

Results

Published Rating

Pending Submission of your Self-Assessment Survey

SAS Rating

Total Points: 9 / 50

Star Level Rating: 1

[Print and Review SAS](#)

[Submit and Lock](#)

Supporting documentation is required for the standards you have selected

[View Required Documents](#)

[Document Manager](#)

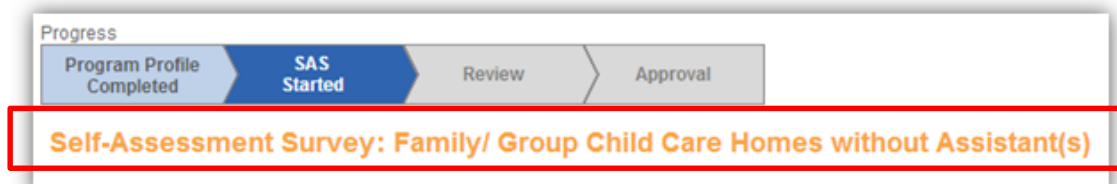
Self-Assessed Earned Points out of Points Possible for that section

Subtotal for each assessment category

The Self- Assessment Survey Pop up

There are three ways to complete the Self-Assessment Survey:

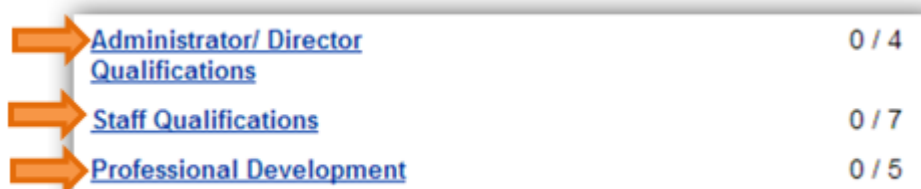
1. Clicking on the **Self-Assessment Survey Title** will open the survey pop up and allow you to complete the SAS in its entirety. For programs who choose a multi classroom Self-Assessment Survey, this will open the survey indicators only for the selected classroom.



2. Clicking on **one of the five categories** of the SAS, will open all sub-sections in that category for you to work on. For programs who choose a multi classroom Self-Assessment Survey, this will open the survey indicators only for the selected classroom.



3. Clicking on the **sub-sections individually** will allow you to work piece by piece through the Self-Assessment Survey indicators. For programs who choose a multi classroom Self-Assessment Survey, this will open the survey indicators only for the selected classroom.



Either process will save your indicator choices as you move through them, but always remember to click **Save and Continue** before exiting the pop up window.



To begin, click one of the three areas to open the Self-Assessment Survey pop up window. In our example, we will be going through the SAS by each Core category (Option #2).

Click any of the five core categories to open the Self-Assessment Survey pop up.

1. Staff Qualifications and Professional Development	
	SAS Points
Administrator/ Director Qualifications	0 / 4
Staff Qualifications	0 / 7
Professional Development	0 / 5
Subtotal	0 / 16

Core category title → **STAFF QUALIFICATIONS AND PROFESSIONAL DEVELOPMENT**

Sub-category title → **Administrator/ Director Qualifications**

Indicators of quality →

- ☐ Completed at least one post-secondary course in Early Childhood Education/Child Development OR 20 hours of community/academic training aligned with the Core Knowledge Core Competencies.
- ☐ CDA or Montessori Credential OR an Associate's degree or higher in an unrelated field with a minimum of 18 semester hours in Early Childhood Education / Child Development.
- ☐ Associate's Degree in Early Childhood Education/Child Development or child-related field, including a minimum of 18 semester hours in Early Childhood Education / Child Development OR 60 semester hours in a program leading to a Bachelor's degree in Early Childhood Education/Child Development or child-related field with at least 24 semester hours in Early Childhood Education/Child Development.
- ☐ Bachelor's degree or higher with a major in Early Childhood Education / Child Development OR a Bachelor's degree or higher in any field with 30 semester hours in Early Childhood Education/Child Development and 480 hours of experience.

Staff Qualifications

Lead Provider/ Educator/ Teacher Qualifications

- ☐ Lead provider/educator has completed at least one post-secondary course in Early Childhood Education/Child Development OR 20 hours of community/academic training aligned with the Core Knowledge Core Competencies.
- ☐ Lead provider/educator has at least a CDA or Montessori Credential appropriate to age served.
- ☐ Lead provider/educator has at least an Associate's degree in Early Childhood Education/Child Development or a child-related field including a minimum of 18 semester hours in Early Childhood Education / Child Development field OR 24 semester hours in a

Action buttons → **Print SAS** **Print Indicators** **Save** **Previous** **Next** **Close**

In each SAS window, you will have the following options:

Print SAS: Allows you to print a snapshot of your self-assessment screen

Print Indicators: Opens a new window for you to print an overview of the indicators and your responses

Save: Saves your progress

Previous: Returns to the previous set of indicators

Next: Takes you to the next set of indicators

Close: Closes your window and returns you to the main SAS screen, but does not save any information you have not previously saved.

Remember to always **Save** your progress before continuing on to the next set of indicators.

Print SAS **Print Indicators** **Save** **Previous** **Next** **Close**

Selecting Indicators in the Self- Assessment Survey

In each pop up window, you will see listing of indicators of quality. Enter your responses by clicking the checkbox next to the statements that apply to your program. If you are unsure if an indicator applies to your program, you may leave it blank.

Once you have finished selecting the indicators that apply in each screen, click **Save** then **Next** to continue.

Staff Qualifications

Lead Provider/ Educator/ Teacher Qualifications

- ☒ Lead provider/educator has completed at least one post-secondary course in Early Childhood Education/Child Development OR 20 hours of community/academic training aligned with the Core Knowledge Core Competencies.
- ☒ Lead provider/educator has at least a CDA or Montessori Credential appropriate to age served.
- ☒ Lead provider/educator has at least an Associate's degree in Early Childhood Education/Child Development or a child-related field including a minimum of 18 semester hours in Early Childhood Education / Child Development field OR 60 semester hours in a program leading to a Bachelor's degree in Early Childhood Education/Child Development or a child-related field with at least 24 semester hours in Early Childhood Education/Child Development.

Print SAS Print Indicators **Save** Previous **Next** Close

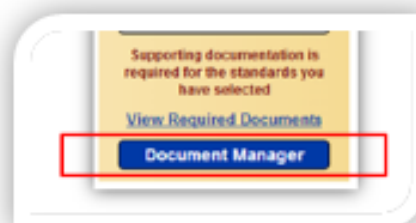
You can save your SAS at any point, and return to it to continue responding to questions

If you need any assistance, you can:

1. Review the **SAS instructions** as outlined above
2. Click **Technical Assistance** where you will find information that will address a variety of questions and assistance needs.

As you select indicators, you will build a list of required documents you must upload before you will be able to submit the assessment. You may view these documents at any time by clicking **View required Documents**.

Once you have checked all indicators that apply to your program, and are ready to submit, you may move onto the next step- uploading the supporting documentation into the Document Manager as mentioned above.



This text will display if either:

- ✓ No indicators are selected and/or
- ✓ No documents are uploaded

Results

Published Rating

Pending Submission of your Self-Assessment Survey

SAS Rating

Total Points: 0 / 50

Star Level Rating: ★

[Print and Review SAS](#)

[Submit and Lock](#)

All required documentation has been updated

[Document Manager](#)

This text will display if :

- ✓ Indicators are selected and
- ✓ No documents are uploaded

Results

Published Rating

Pending Submission of your Self-Assessment Survey

SAS Rating

Total Points: 9 / 50

Star Level Rating: ★

[Print and Review SAS](#)

[Submit and Lock](#)

Supporting documentation is required for the standards you have selected

[View Required Documents](#)

[Document Manager](#)

After submitting, your SAS will be locked to edits, but you will still have access to view your Self-Assessment Survey responses.

You may view them by either; click the Report dropdown menu and select Print SAS, or enter the SAS by clicking the categories or subcategories.

Test Home 5 (HOMETEST5)

[CLICK HERE FOR INSTRUCTIONS](#)

Reports: [Select a Report](#)

Documents: [GSQ Standards & Points](#)

Progress

Program Profile Completed SAS Started Review Approval

Self-Assessment Survey: Family/ Group Child Care Homes without Assistant(s)

1. Staff Qualifications and Professional Development

	SAS Points
Administrator/ Director Qualifications	0 / 4
Staff Qualifications	0 / 7
Professional Development	0 / 5

Results

Published Rating

Pending Submission of your Self-Assessment Survey

SAS Rating

Total Points: 0 / 50

Star Level Rating: ★

Document Manager

Your Document Manager allows you to manage all of the required documents you will need to upload prior to submitting your Self-Assessment Survey.

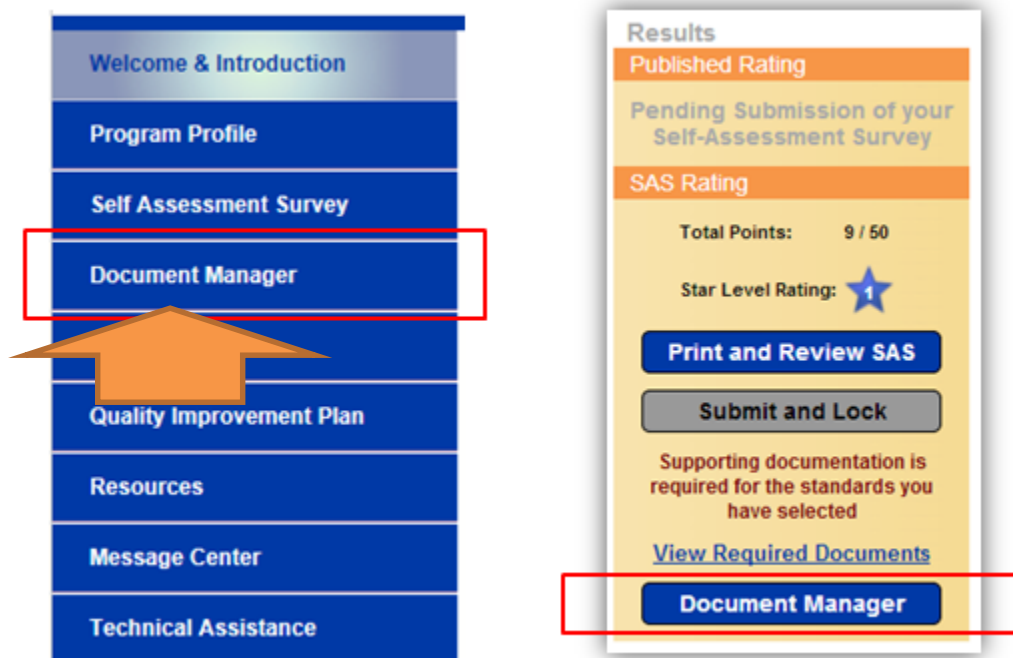
At any time after saving your Program Profile, you may enter this module, and begin uploading, linking, or deleting documents. As outlined previously, you may both complete the SAS first and upload the supporting documentation second, or you may submit documents first, complete your Self-Assessment Survey second, and finally link the documents when you are finished.



Documents that have been uploaded to the Document Manager will remain constant, independent of the status of your Self-Assessment Survey. This eliminates the need to re-upload the same documents if your Self-Assessment Survey is archived, and a new version implemented.

Navigating to your Document Manager

To enter your document manager you may either click the button in your Self-Assessment Survey titled **Document Manager**, or you can simply click the blue navigation link to the left of your screen.



Components of the Document Manager

Now that you have navigated to the Document Manager module, you will be working on the screen shown below.

Welcome to Your Document Manager

In this module you will be able to manage and upload documents to be linked to your Self Assessment Survey.

Documents Required for Self Assessment Submission:
[View Required Documents](#)

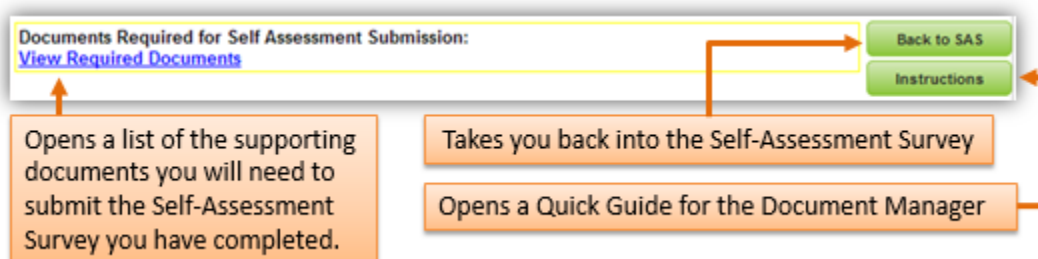
[Back to SAS](#)
[Instructions](#)

Select	Document Name	Date Added	Section	Document Type
Page 1 of 0 Search Displaying records 0 - 0 of 0				

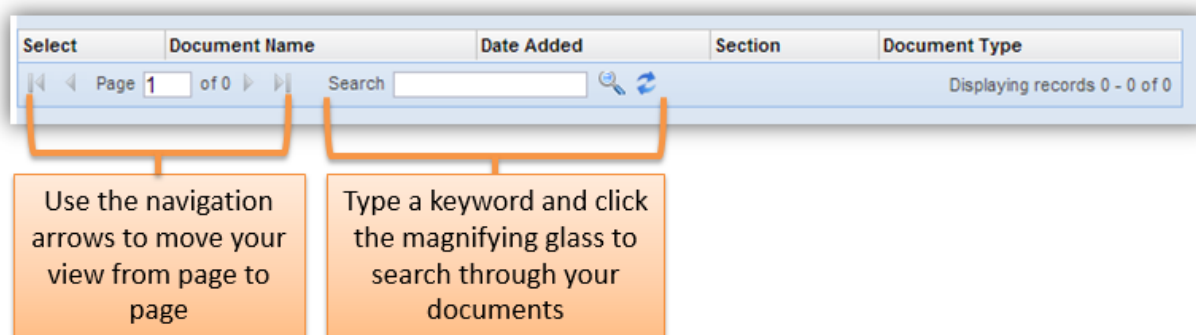
[Upload New](#) [Print List](#) [Download Selected](#) [Delete Selected](#)

Use of Confidential Information:
 Great Start to Quality shall not use any information submitted by an applicant for any other purpose than to determine his or her quality rating. The information received shall remain confidential and shall not be shared with third parties for any other purpose.

Each section has its own purpose, as outlined below in the next few pages.



Before uploading documents, your display list will be completely empty.



As you upload documents, the list will begin to expand, showing your documents, and filling out the column information according to the information you have entered.

Select	Document Name	Date Added	Section	Document Type
☐	Admin Credentials.docx	5/25/2013	Administrator/ Director Qualifications	Admin Credentials

Page 1 of 1 Search Displaying records 1 - 1 of 1

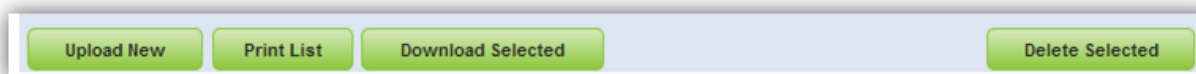
Select: Check the box to apply an action to a specific document

Document Name: The name of your document generates in this column

Date Added: This will populate the day you have added that document

Section: The section of the SAS this document applies to, is automatically generated here

Document Type: This title is a summary of the type of document you have uploaded



Upload New: Clicking **Upload New** begins the upload process for your documents

Print List: Prints a brief snapshot of the documents and accompanying information

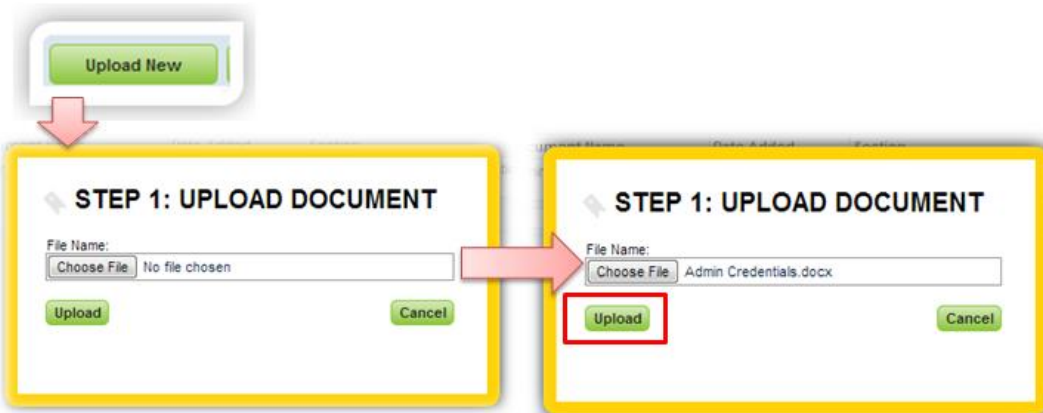
Download Selected: This downloads the document to your computer

Delete Selected: Deletes a selected document

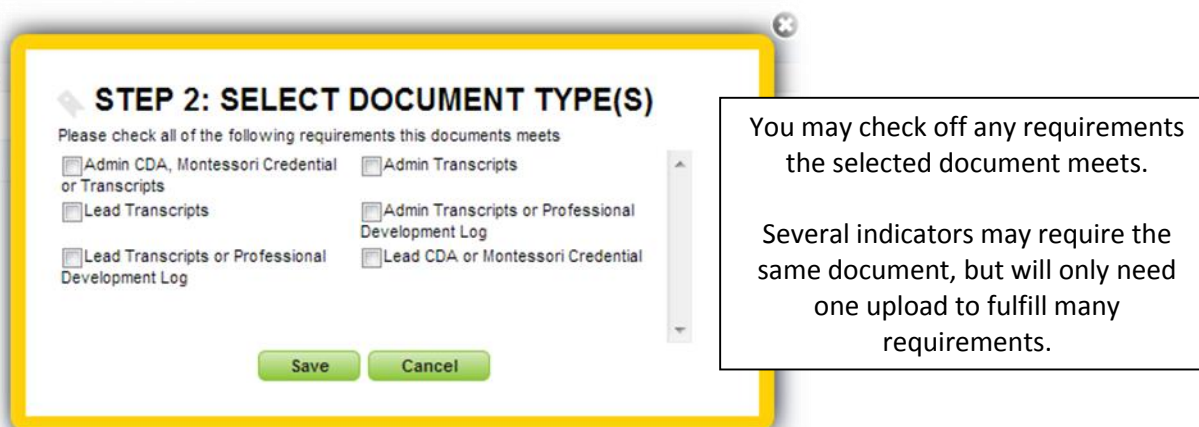


Managing your Documents

To begin uploading documents, click the **Upload New** button at the bottom right side of your screen, and selecting a file from your computer to upload.



Your next step is to select the Document Type from the required documents shown. This list is generated by the indicators you have selected when filling out the Self-Assessment Survey.



Click **Save** once you have finished selecting document types. Your document will now show in the document list, along with the date added, section it is linked to, and the document type you have applied. Continue this process until you have no further documents required.

Select	Document Name	Date Added	Section	Document Type
☐	Admin Credentials.docx	5/25/2013	Administrator/ Director Qualifications	Admin Credentials
☐	Admin Credentials.docx	5/26/2013	Administrator/ Director Qualifications; Lead Provider/ Educator/ Teacher Qualifications	Admin Credentials; Lead Credentials

Page 1 of 1 Search Displaying records 1 - 2 of 2

If you have selected to complete a multi classroom SAS, you will have an additional step to complete in this process. Documents may be applied to more than one classroom where applicable.

SELECT CLASSROOMS

Please check all classrooms this documents applies to

☐ CENTERTEST11-PreK2 ☐ CENTERTEST11-PreK3
☐ CENTERTEST11-Infant1

Save Cancel

Select which classroom(s) your document applies to

Uploading Documents Prior to Completing an SAS

As mentioned previously, you have the option to upload supporting documentation before entering the Self-Assessment Survey.

You will follow the exact same steps in the previous chapter, starting by navigating to the Document Manager, and clicking **Upload New**.

Upload New

STEP 1: UPLOAD DOCUMENT

File Name: Choose File No file chosen

Upload Cancel

STEP 1: UPLOAD DOCUMENT

File Name: Choose File Admin Credentials.docx

Upload Cancel

Your next window asks you to select what type of document you are uploading based on any Self-Assessment Survey selections.

STEP 2: SELECT DOCUMENT TYPE(S)

Please check all of the following requirements this documents meets

Save Cancel

As you do not have any selections at this time, click **Save** to continue.

Your document will now show in your list view. After adding all your documents, you may enter the Self-Assessment Survey, and select your indicators.

Once all indicators have been selected, return to the Document Manager to link your documents to the new required evidence.

Select	Document Name	Date Added	Section	Document Type
☐	Message Center Instructions Text.docx	5/30/2013	Administrator/ Director Qualifications	Admin Credentials
☐	SAS Instructions.docx	5/30/2013		

Page 1 of 1 Search Displaying records 1 - 2 of 2

Click the 'Document Type' section of your document to link it to an indicator.

STEP 2: SELECT DOCUMENT TYPE(S)

Please check all of the following requirements this documents meets

☐ Admin Transcripts

Save **Cancel**

Click all types of evidence this document matches, then click **Save** to continue.

If you are a multi classroom program, you will have an additional step to complete in this process.

SELECT CLASSROOMS

Please check all classrooms this documents applies to

☐ CENTERTEST11-PreK2 ☐ CENTERTEST11-PreK3

☐ CENTERTEST11-Infant1

Save **Cancel**

Select which classroom(s) your document applies to

After selecting all classrooms that the document can apply to, click **Save** again, and you can continue on to link the rest of your documents.

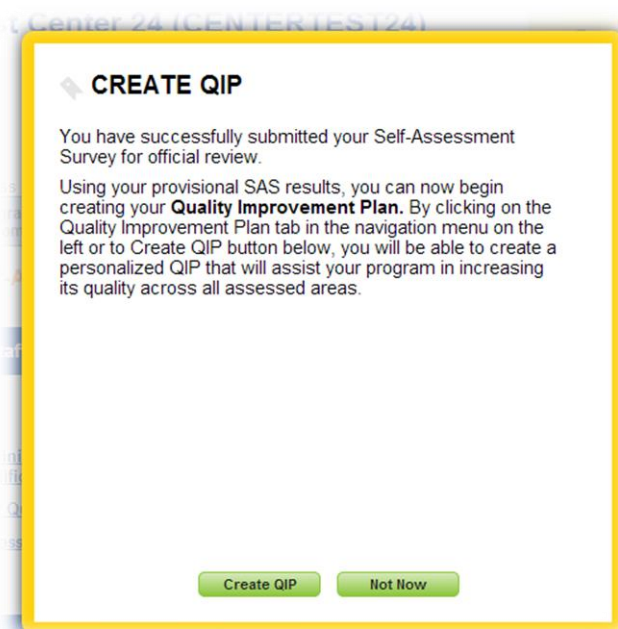
After completing the Self-Assessment Survey, and linking all documents, you will be able to click the **Submit** button, and send your survey to be reviewed.

Moving on to the QIP

Submitting your Self-Assessment Survey unlocks your ability to start a Quality Improvement Plan (QIP).

Although your SAS is now under review, you do not need to wait for an update to move on to creating your QIP.

The processes for completing your QIP are outlined in the next chapter.

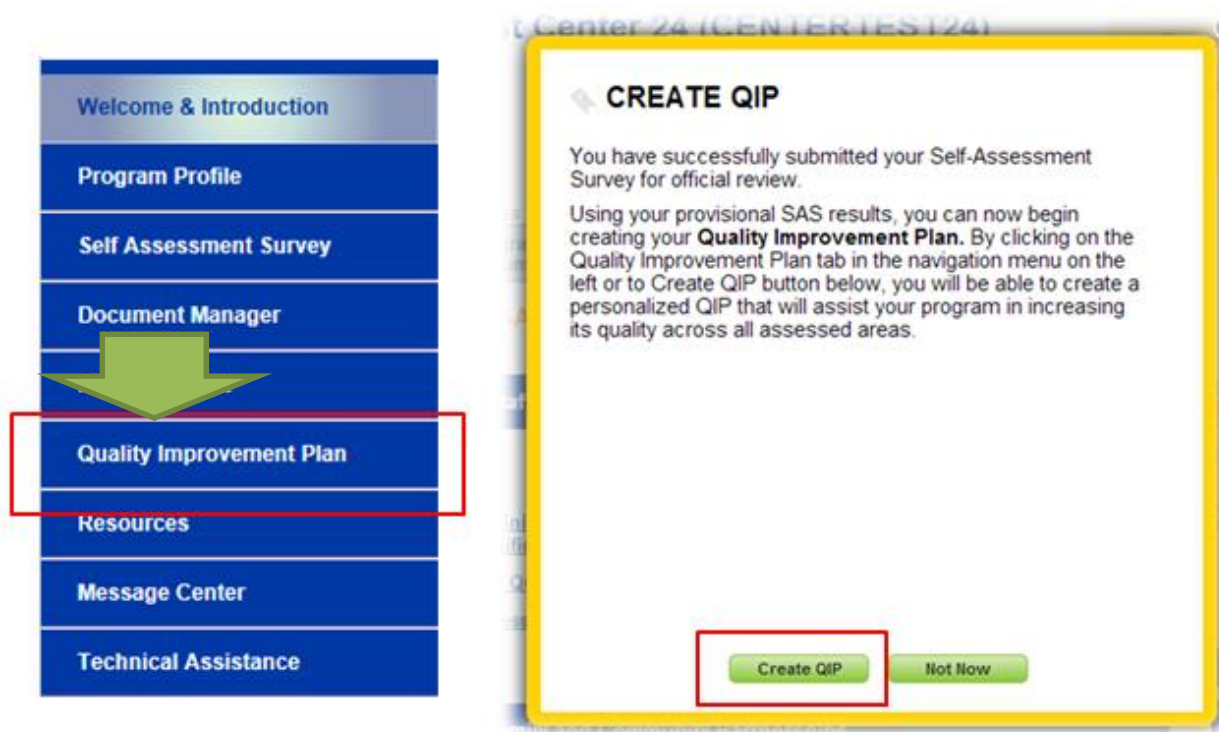


Quality Improvement Plan



The Quality Improvement Planning feature in STARS assists you to create meaningful plans based on the information you entered in your SAS. STARS is designed to show you where you can focus your efforts to make important changes in your program quality. The diagram next shown outlines the Quality Improvement Plan (QIP) screen in STARS.

To enter the QIP, you may either click **Create a QIP** immediately upon submission of your SAS, or click the **Quality Improvement Plan** link in the navigation bar.



Components of the QIP Screen

The screen below is an example of what your Quality Improvement Plan will look like the first time you enter it to begin your work.

Quality Improvement Plan

- First, Select the Quality Rating you would like to work toward in your QIP
- Second, select the indicators you would like to create Quality Improvement Plans for by checking the box beside them
- Third, click "Generate Plan" (to the right) to continue

Generate Plan with Selected Indicators

Goal Quality Level: 3 **Waiting for Validation**

	Points Needed	Points Selected	Target Met?
★ Staff Qualifications and Professional Development	1	0	No
Administrator/ Director Qualifications		0	
☐ CDA or Montessori credential including a minimum of 18 semester hours in Early Childhood Education/ Child Development and 960 hours of experience OR a Bachelor's degree or higher in an unrelated field with a minimum of 18 semester hours in Early Childhood Education / Child Development and 960 hours experience.			
☐ Associate's Degree*** in Early Childhood Education/ Child Development or child-related** field including a minimum of 18 semester hours in Early Childhood Education/ Child Development and 480 hours of experience OR 60 semester hours in a program leading to a bachelor's degree in Early Childhood Education/ Child Development or child-related field with at least 24 semester hours in Early Childhood Education/ Child Development and 480 hours of experience. (*** Staff with 60 semester hours in a program leading to a Bachelor's degree in early childhood education/ child development or child-related field with at least 24 semester hours in early childhood/ child development may be considered under the "Associate's degree" provisions in this document. ** A related field is defined in child care licensing. Per licensing, "child related fields" are elementary education, child guidance/ counseling, child psychology, family studies, and social work.)			
☐ Bachelor's Degree or higher in a child-related field including a minimum of 18 semester hours in Early Childhood Education/ Child Development and 480 hours of experience OR a Bachelor's degree or higher in any field with 30 semester hours in Early Childhood Education/ Child Development and 480 hours of experience.			
☐ Bachelor's Degree or higher with a major in Early Childhood Education/ Child Development and 3 credits in child care administration.			
Staff Qualifications		0	
Lead Provider/ Educator/ Teacher Qualifications		0	
☒ At least 50% of classrooms have lead providers/educators/ teachers with, at a minimum, a CDA or Montessori credential appropriate to age served.			
☒ 100% of classrooms have lead providers/educators/ teachers with, at a minimum, a CDA or Montessori credential appropriate to age served.			

We will take a look at the different components below.

Brief Instructions shown at the top of the screen will guide you to the Quality Improvement process.

Goal Quality Level: This dropdown allows you to select a desired quality level to work towards achieving. For example, if you are self-assessed at a three Star level, you have the option to work towards a four, or five Star level of quality.

Waiting for Validation: This text will change as your program moves through the Quality Rating process. When first submitting, it will read 'Waiting for Validation' as it remains under review.

Generate Plan with Selected Indicators: When you are finished selecting indicators of quality you wish to work on, click this button to generate your plan.

The columns next to the questions indicate the following:

Points Needed	Points Selected	Target Met?
1	0	No
	0	

Points Needed

Indicates how many points you need in this section to qualify for your Target STAR Level.

Points Selected

Indicates how many points you qualify for after selecting items to include in your plan.

Target Met?

Through selecting items to include in your plan, have you selected enough points to qualify for your Target STAR Level?

★ Staff Qualifications and Professional Development

- Administrator/ Director Qualifications
 - ☐ CDA or Montessori credential including a minimum of 18 semester hours in Early Childhood Education/ Child Development and 960 hours of experience OR a Bachelor's degree or higher in an unrelated field with a minimum of 18 semester hours in Early Childhood Education / Child Development and 960 hours experience.
 - ☐ Associate's Degree*** in Early Childhood Education/ Child Development or related** field including a minimum of 18 semester hours in Early Childhood Education/ Child Development and 480 hours of experience OR 60 semester hours in a program leading to a bachelor's degree in Early Childhood Education/ Child Development or related field with at least 24 semester hours in Early Childhood Education/ Child Development and 480 hours of experience. (*** Staff with 60 semester hours leading to a Bachelor's degree in early childhood education/ child development field with at least 24 semester hours in early childhood/ child development field under the "Associate's degree" provisions in this document. ** A related field may include: child care licensing. Per licensing, "child related fields" are elementary education, counseling, child psychology, family studies, and social work.)
 - ☐ Bachelor's Degree or higher in a child-related field including a minimum of 18 semester hours in Early Childhood Education/ Child Development and 480 hours of experience OR a Bachelor's degree or higher in any field with 30 semester hours in Early Childhood Education/ Child Development and 480 hours of experience.
 - ☐ Bachelor's Degree or higher with a major in Early Childhood Education/ Child Development and 3 credits in child care administration.
- Staff Qualifications
 - Lead Provider/ Educator/ Teacher Qualifications
 - ☒ At least 50% of classrooms have lead providers/educators/ teachers with CDA or Montessori credential appropriate to age served.
 - ☒ 100% of classrooms have lead providers/educators/ teachers with, at a minimum, a Bachelor's degree or higher in a child-related field.

All of the indicators of quality are listed under category and subcategory. There are two sets of checkboxes.

The inner set of checkboxes are greyed out, which represent the indicators you selected in your submitted SAS. If the checkbox is empty, you did not select that indicator.

The other set shown are green, and allow you to select any indicators you want to work on, even indicators you already selected in the submitted SAS.

The green checkboxes remain unlocked. You may edit these selections at any time you choose. Unlike the SAS, the QIP does not lock nor submit.

Once you have selected indicators you would like to work on, click **Generate Plan with Selected Indicators**.

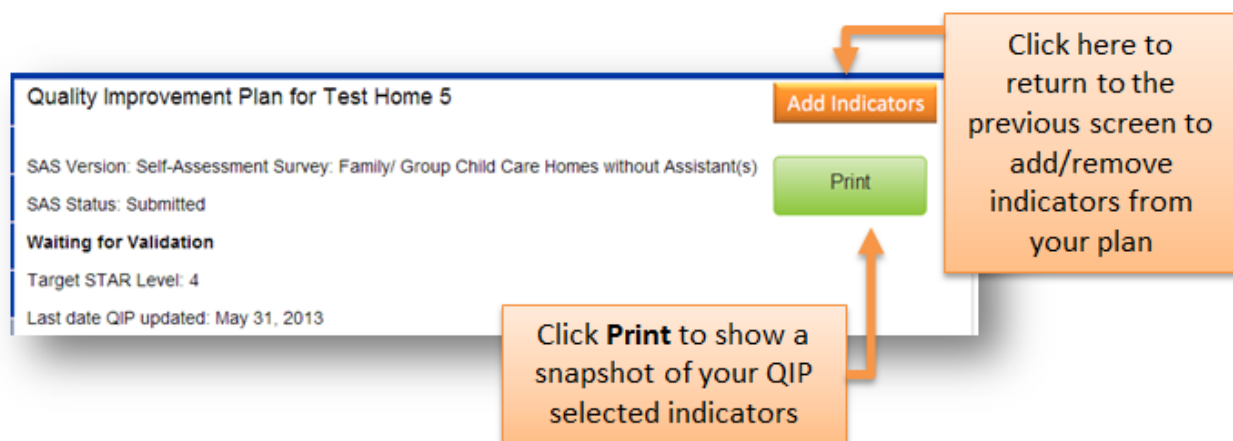
**Generate Plan
with Selected
Indicators**

Creating/Viewing your QIP plans

Your generated Quality Improvement Plan will now show a new data screen, with general information about your program and the status of your self-assessment.

You will see listed:

- ★ Your business name
- ★ SAS Version
- ★ SAS Status
- ★ Your programs current overall status
- ★ Target Star Level
- ★ Date QIP last updated



The bottom half of your QIP will populate with the indicators you have selected in the previous screen.



Creating a plan for your QIP is outlined below:

QIP for Test Home 24

Indicator: Completed at least one post-secondary course in Early Childhood Education/Child Development OR 20 hours of community/academic training aligned with the Core Knowledge Core Competencies.

Current rating: (Not Select)

Rating date:

Baseline status of indicator:

Which classroom(s) does this apply to? (You can only add classrooms that have not already completed this indicator) **Choose Classrooms**

Describe your plan to meet this indicator:

Comments from QRIS staff:

Steps to Meet Indicator (Optional) **Print** **Add Step**

Order	Task	Priority	Person Responsible	Date Due	Completed?	Comments
Page 1 of 0	Search					

Displaying records 0 - 0 of 0

You will see:

- ★ **Indicator:** This outlines the indicator you are focusing on with this specific plan.
- ★ **Baseline status of indicator:** Fill out this portion with a summary of your programs status in regards to this indicator.
- ★ **Choose Classrooms:** Click this button to select what classroom this Quality Improvement Plan applies to. *This is for multiple classrooms only.*
- ★ **Describe your plan to meet this indicator:** List any steps or plans you have to improve quality in this area.
- ★ **Comments from QRIS staff:** This area is reserved for QRIS staff to enter their own comments or notes into this specific QIP.
- ★ You can **Save**, choose **Back** to return to the main screen (which will save your record), **Print** a snapshot of this specific plan, or **Add Step** to create additional steps to meet this indicator.
- ★ **Current Rating** is selected to indicate your progress on this selected QIP.
- ★ **Rating Date** will generate when you choose this rating.

CLASSROOMS

Select classroom to apply the indicator to:

☐ HOMETEST24-Family3 ☐ HOMETEST24-Family1

☐ HOMETEST24-Family2

Save **Cancel (Don't Save)**

Current rating: (Not Selected)

Rating date:

(Not Select)

(Not Selected)

Not Started

In Progress

Completed

Click **Print** to view a list of your added steps for this indicator

Steps to Meet Indicator (Optional)

Print Add Step

Order	Task	Priority	Person Responsible	Date Due	Completed?	Comments
Page 1 of 0	Search		Displaying records 0 - 0 of 0			

To begin, click **Add Step** to add an optional step to this indicator

Edit Step

Task:

Person Responsible:

Date Due:

Comments:

Priority: 0

☐ Is completed?

Save Cancel

Edit Step:

Task: Enter the task you will complete

Person Responsible: Enter the name of an individual responsible for the task

Date Due: Select the calendar icon to set a due date

Comments: Enter any further notes or comments here

Priority: Assign a numerical priority to the task

Eventually you may indicate whether the task was completed.

Save or Cancel to continue.

Your new task will now generate in your displayed list. Click the list to edit the step again.

Order	Task	Priority	Person Responsible	Date Due	Completed?	Comments
1	Attend the seminar for Great Start to Quality	5	Jennifer	6/9/2013	☐	The seminar will run from 5pm to 6pm. Handouts will be provided

When you have completed this QIP, **Save**, return to the previous screen by selecting **Back**, and click **Create/View Plan** of another indicator to continue creating plans for the selected indicators.

Remember the QIP does not submit nor lock as the Self-Assessment Survey does. You may always remove or add indicators to improve your quality at any time.

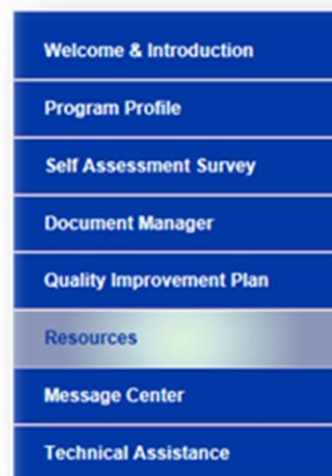
Resources

There are a variety of resources available for you in the Resources module in Great Start to Quality STARS.

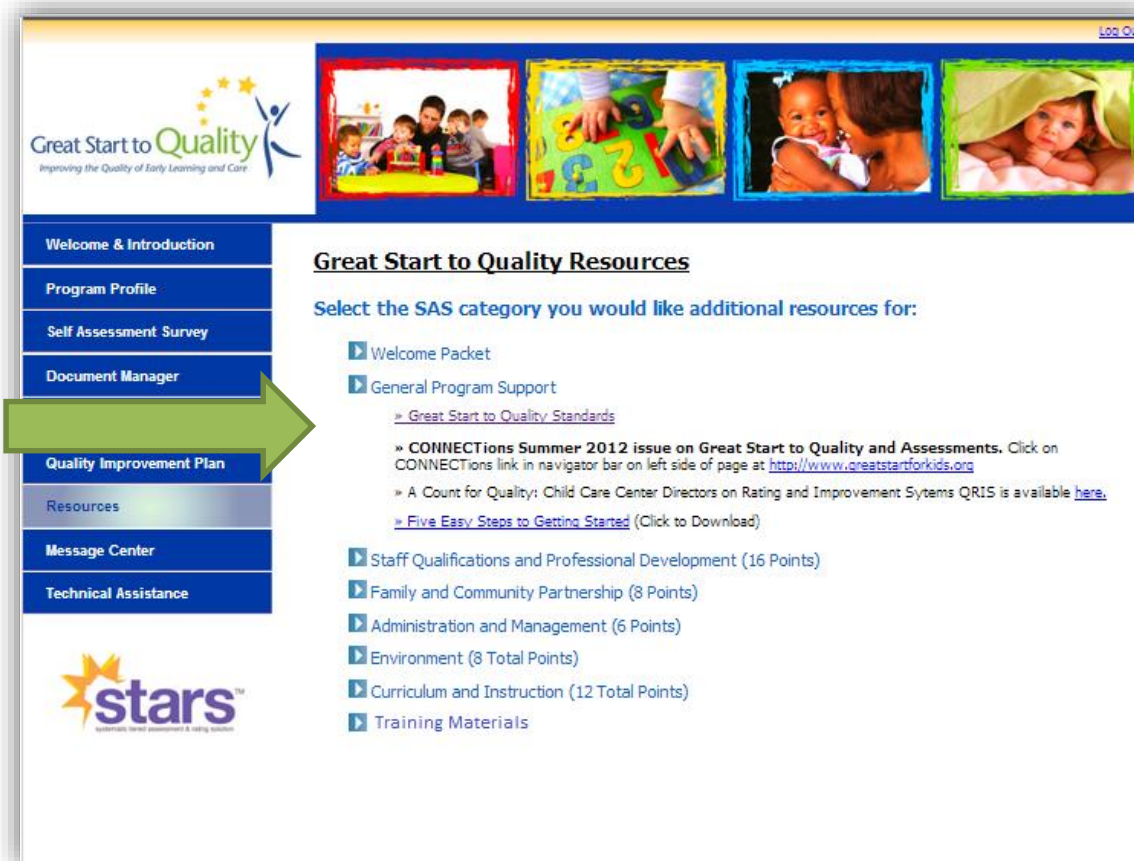
Click the Resources tab in the Great Start to Quality STARS menu located on the left side of your screen.

You will arrive at a page containing links to resources such as:

- ✓ Welcome Packet including a fact sheet, and talking points.
- ✓ Early Learning Standards Resources
- ✓ Diversity and Inclusion Guidance
- ✓ SAS Component Overview



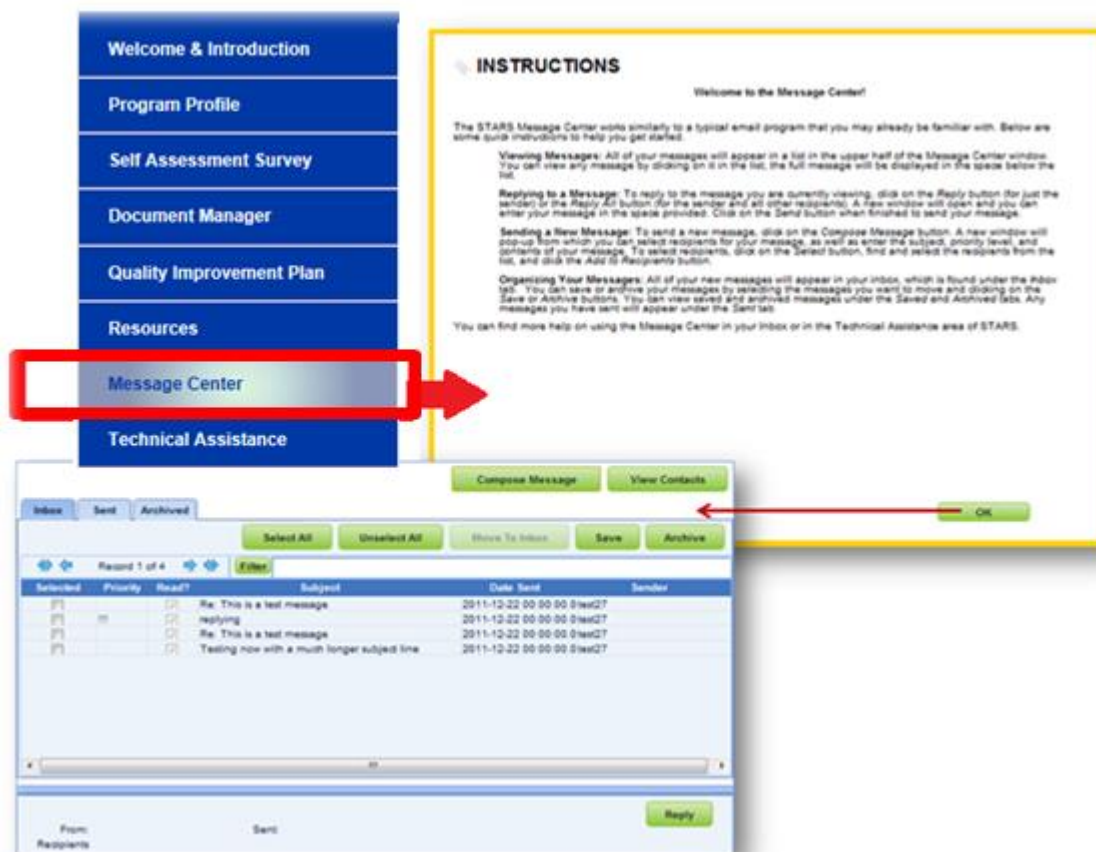
Simply click on the arrow buttons to expand the list view.



Message Center

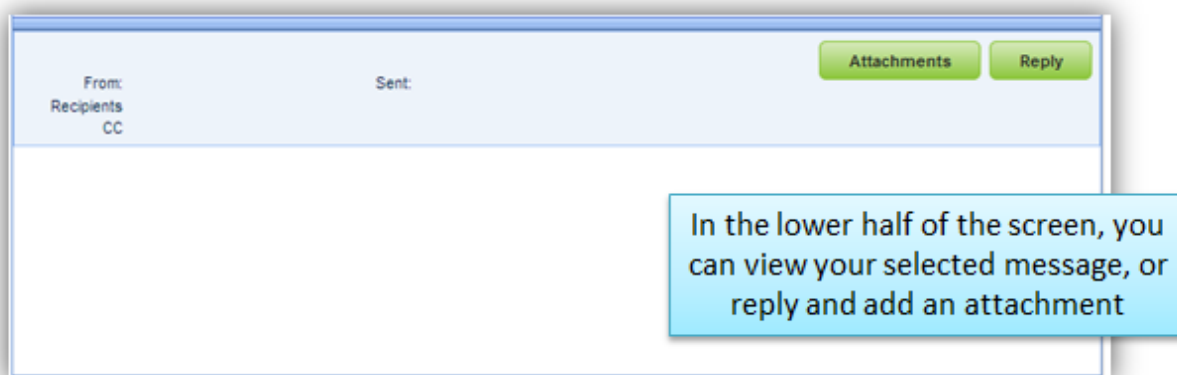
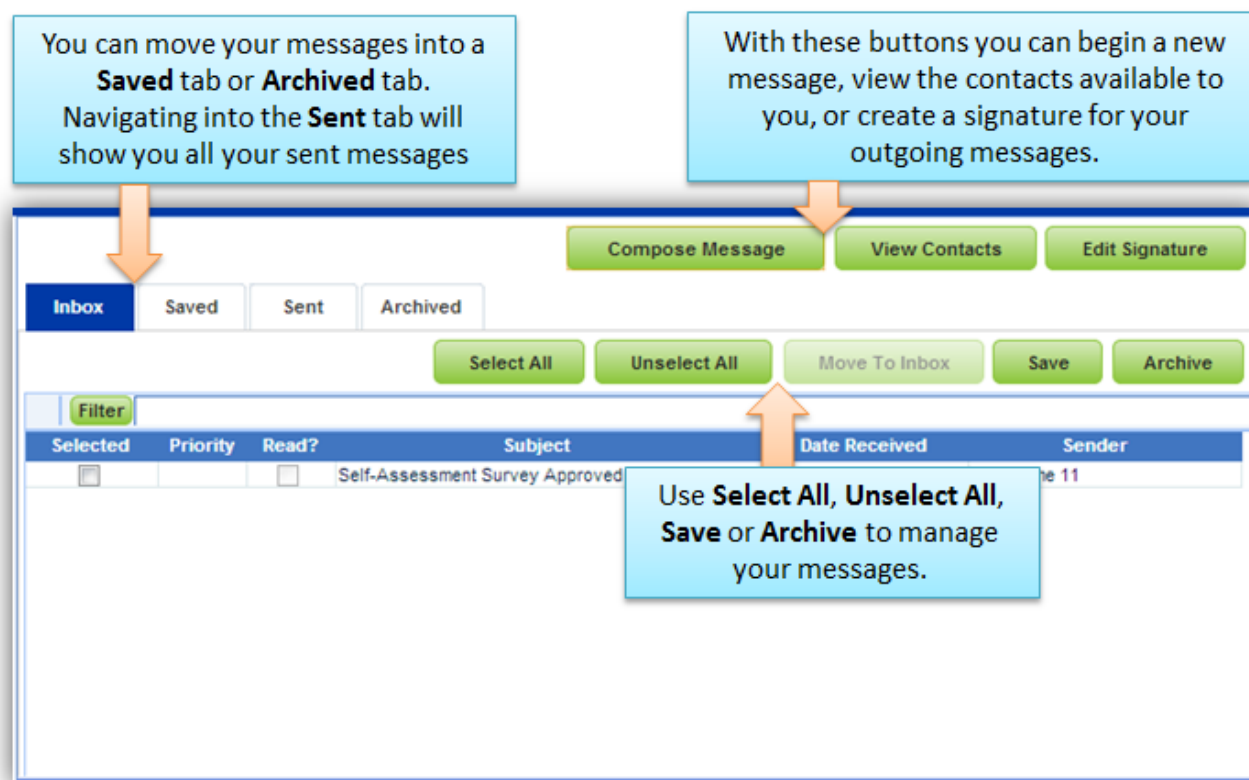
The Great Start to Quality STARS Message Center works in a similar way as your email account. Here, you will receive system notifications regarding the status of your quality rating.

When you click **Message Center** in the Great Start to Quality STARS menu, an instructions page will appear. Click the **OK** button to access the Great Start to Quality STARS message center.



Components of the Message Center

Using the Message Center is just as easy as using any other email client. A brief overview of the buttons and functions available to you are noted below:

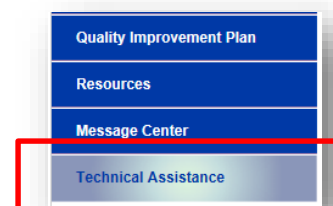


How to Get Help

Whether it is a technical issue or a question about your program, getting the help you need is simple.

Click **Technical Assistance** in the Great Start to Quality STARS menu.

You will be directed to contact Mosaic Network for any technical assistance questions you may have. Your Resource Center is also available to assist you with your quality improvement should you have any questions.



Welcome to “Great Start to Quality”

Michigan’s Tiered Quality Rating and Improvement System

Need help using the Great Start to Quality STARS system?

Please contact Mosaic Network’s support team.

- Toll Free technical support is available Mon-Fri 9:00AM-9:00PM EST: **1-866-575-9372**
- [Online support and live remote assistance](#)
- Email support questions to: support@mosaic-network.com

For information on how to fill out your Self-Assessment Survey or if you’d like assistance with your Quality Improvement Plan, please contact your local

Resource Center: 1-877-614-7328

Meet the Mosaic Network Support Team

Sophie Dinkin



Sophie has been assisting data system users in our support department for over two years now. You could say that she has “heard every question in the book”. Whether your question is big or small, don’t hesitate to reach out to Sophie, she will gladly find the answer for you.

Sophie is available Monday through Friday from 12:00PM - 9:00PM ET

Call her directly at (805) 692-0992 ext. 301

Email: support@mosaic-network.com



The Early Childhood Investment Corporation is an independent publically owned nonprofit created to coordinate all of Michigan's efforts to build an efficient and effective early childhood development system. The Early Childhood Investment Corporation is directly responsible for the implementation of Great Start to Quality, improving the quality of early learning and care in Michigan. Funding from the Michigan Department of Education, Office of Great Start supports the implementation of Great Start to Quality.