

## QRIS Site Visit

### Quality Review Visit Protocols

#### QRIS cycle:

- Site Self- Assessment has been completed, site provisional ratings have been granted OR the rating formally issued is now due of review and re-rating.
- Site Quality Improvement Plans have been developed and are underway.

The focus of the Quality Review Visit is the verification of evidence supporting the Self-Assessment previously submitted. You should expect a Quality Review Visit to your program either before or after CLASS (and ERS if the program is not nationally accredited by an entity recognized by the California Department of Education) assessments have been completed by an external assessor. The visit includes the following:

1. The quality review process involves a scheduled classroom visit, the review of two randomly selected child files per QRIS classroom, and a short interview with the lead teacher. The entire review process takes approximately 30 minutes per classroom.
2. Site directors should inform teachers in advance of the visit.
3. The quality reviewer (**Suzanne Di Lillo, County Office of Education**) will review documents to confirm that they meet quality criteria. All documents will be treated with strict attention to safeguarding the privacy of both participants and families.
4. The quality reviewer will need to see (verify) sources of evidence for each classroom to confirm that criteria under each quality element have been met.
5. Documents in your portfolio and/or files should be readily accessible at the time of the site visit to verify your Self-Assessment Tier Rating and allow the review process to go smoothly. These include up-to-date transcripts for lead teachers and director, copy of their permits, and verification of professional development activities dated after January 1, 2015.
6. The quality reviewer will follow up with the site director after the quality review process has been completed and will inform the site director at that time of any concerns.
7. For questions regarding the rating and monitoring visit and results, contact Suzanne Di Lillo at the Contra Costa County Office of Education, 925.942.5329.

#### Publishing of Site Ratings

There may be instances when the quality reviewer will need to confer with the State or local consortia before a site rating can be determined, which may delay the release of a site rating.