



# *Quality Improvement Journey Packet*

**NOTE:** This document is subject to change.

**Revised 6-23-20**

The Council has redesigned our website and worked diligently to make it user friendly and useful for programs and families! Check out the [website](#) to see how to list job and child care openings at your facility, add your organization to our Resource Roadmap and more!

Specific to our Colorado Shines program, we have created several documents and webinars to support participating programs.

Go to [www.rmecc.org/colorado-shines](http://www.rmecc.org/colorado-shines)

**- This page on our website is referenced throughout this packet -**

# Table of Contents

## **Section 1: Introduction**

Who is the RMECC?

What is Colorado Shines?

## **Section 2: To Rate or Not to Rate? What Are My Options?**

Your Options (Once you're a Level 2)

Types of Ratings

## **Section 3: Colorado Shines Quality Improvement Funds**

OEC Funding Overview and Eligibility

How to Update your Program's Information

How to Renew/Apply for Funding in QRIS

## **Section 4: Coaching Services**

Coaching Services

Coaching Agency Contacts

Quality Improvement Plans (QIP)

## **Section 5: Spending QI Dollars in ecConnect**

Frequently Asked Questions

Spending QI Dollars in EcConnect

Approved Vendor Sheet

Reimbursements

## **Username/Password Tracking Sheet**

## **Contact Directory**

# Section 1



## Introduction

**Welcome** to Fiscal Year '21! It has been our pleasure to be a small part of everyone's hard work and dedication to providing high quality care for children and their families throughout our four-county region!

To date, with the collaboration of Coaching Agencies and highly credentialed regional coaches, we continue to support more than 100 programs on a variety of initiatives. Currently, 76 out of 119 licensed programs in Eagle, Garfield, Lake and Pitkin counties have ratings of Level 2 or better and 36 of those are Level 3-5 and which is considered high quality.

Whether you are brand new or have been participating in Colorado Shines over the past few years, this is a helpful packet that has a variety of important, updated documents you may need during your quality improvement journey. It includes lots of information such as: how to apply/renew for funding, reach the higher Colorado Shines rating levels and more!

Good luck and let us know how we can continue to support you on your Quality Improvement Journey!

### **This section includes:**

- ✓ Who is the Rocky Mountain Early Childhood Council?
- ✓ What is Colorado Shines?

## Who is the RMECC?

**Mission:** To promote and support a system of quality, accessibility, and affordability of early childhood for families in the rural resort region.

The Rocky Mountain Early Childhood Council (RMECC) is a coalition of community members and agencies working together to create a high quality, comprehensive early childhood system to benefit all young children, families and providers. We are a 4-county collaborative that covers Eagle, Garfield, Lake and Pitkin counties, and we are continually striving to build strong local partnerships to assure young children and their families have access to high quality health, mental health, early care and learning systems and family supports. The RMECC receives funds from Federal, State and local foundations that support our regional Early Childhood efforts. The Council works closely with coaches, agencies and other professionals in our region who deliver direct services to eligible licensed early childhood programs.

### RMECC Contact information

**Stacy Petty, MS**

Director

[rmecc@mtnvalley.org](mailto:rmecc@mtnvalley.org)

719-486-7273

**Kristin Sparkman, BA**

Early Childhood Specialist

[rmeccspecialist@mtnvalley.org](mailto:rmeccspecialist@mtnvalley.org)

719-293-2378

#### **Contact Stacy if you are in need of help with the following:**

- ✓ Membership
- ✓ Available grant funding

#### **Call Kristin if you are in need of help with the following:**

- ✓ Technical Assistance with your QRIS or PDIS account
- ✓ This QI Journey Packet
- ✓ Website



## What is Colorado Shines?

**We all know that quality early learning programs prepare children for kindergarten and success in school and life! Colorado Shines (QRIS), the Professional Development Information System (PDIS), and ecConnect are three tools the state has implemented to help drive quality programming in our state and help measure our success!**

Colorado Shines offers a reliable, consistent, statewide rating system for licensed early learning programs. Colorado Shines helps connect programs with families looking for quality child care or preschools for their children, while also helping programs improve their quality level.

It is **free** to be rated, to get support, and to be a part of the Colorado Shines network.

**Colorado Shines is flexible and customizable** - programs can apply for quality ratings and support regardless of educational philosophy and can improve quality at a pace that works for the individual program.

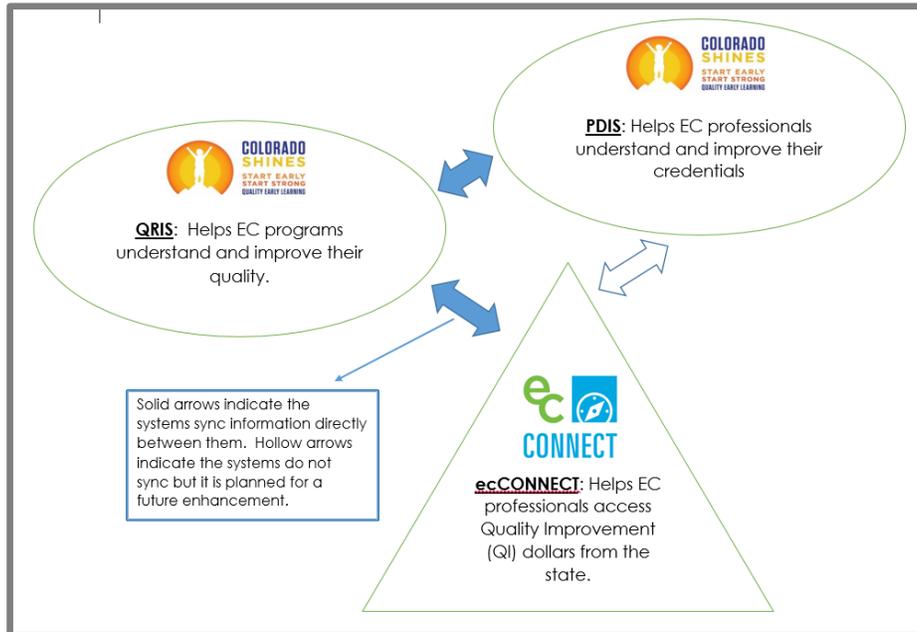
Early learning programs are rated through Colorado Shines on a scale of 1 to 5:

- ✓ **Level 1:** Your program is currently licensed and in good standing with the State of Colorado.
- ✓ **Level 2:** Your program is licensed and in good standing, plus:
  - Has a quality improvement plan in place
  - Has conducted the L2 Quality Indicator Program Assessment
  - Has registered staff in the Colorado Shines Professional Development Information System (PDIS)
  - Has completed Colorado Shines Level 2 E-learning Courses
- ✓ **Levels 3-5:** Your program is licensed and in good standing, plus:
  - Has completed the Level 2 requirements
  - Has been assessed and rated by a *\*Colorado Shines Quality Rating Assessor* based on points in five categories

Through this system you'll have access to coaching and quality improvement resources to support your program in achieving the highest quality possible.

*\* A Quality Rating Assessor will assess ratings at levels 3-5. Clayton Early Learning has contracted with the State to provide Ratings Administration.*

## Colorado Shines System Components



**The Colorado Shines System is made up of three components that work together and each serves a different purpose.**

➤ **The Quality Rating and Improvement System (QRIS)-**  
(Helps EC **programs** understand and improve their **quality**)

Colorado Shines is a web-based quality improvement system that also serves as a portal for programs to keep programmatic information updated and also to use as a free marketing tool to help promote the program and the great work that you do! You will use the QRIS (Colorado Shines) portal to apply and prepare for your Colorado Shines Quality Rating site visits and assessments.

➤ **Professional Development Information System (PDIS)-**  
(Helps EC **professionals** understand and improve their **credentials**)

The PDIS supports all program staff on their professional development path by offering e-learning courses, a variety of early childhood credentials, a Competencies Self-Assessment and an Individualized Professional Development Plan.

➤ **ecConnect**  
(Helps **EC programs & professionals** access Quality Improvement **dollars** from the state)

This system allows you to access your Quality Improvement (QI) funds. For more information on how to use ecConnect see section 5.

Don't forget to visit the [Program Resources](#) and [FAQ](#) pages on their website to find additional information to guide you through the process.

\*Resource: <https://www.coloradoshines.com/>

## Section 2

To rate or not to rate. What are my options?

**This section includes:**

- ✓ Your Options (Once you're a level 2)
- ✓ Types of Ratings

### **STUCK?**

Kristin Sparkman can help you!  
719-293-2378



## Your options (once you're a level 2)

### ➤ **Option 1: Stay a level 2**

- You will not be eligible for CSQI funding or CSQI services
- Your level 2 is good for 3 years
  - Must renew at least 1 month prior to expiration
- You will receive Level 2 CCAP tiered reimbursement
- If at any point you decide you want to participate in CSQI, call Kristin

### ➤ **Option 2: Access funding and go for a higher rating**

- CSQI Funding Provides:
  - Annual Coaching and Quality Improvement funding
  - Individualized coaching services with a credentialed CSQI Coach
  - Support in preparing for a level 3-5 rating
  - A higher CCAP reimbursement
- In order to receive funds, you must agree to submit for a Level 3-5 rating within 18 months of signing the initial MOU OR earn a rating through a recognized Alternative Pathway.

## Types of Ratings

### ➤ **Type 1: Earn a Level 3-5 Colorado Shines Rating**

- ✓ A Level 3-5 Rating is voluntary
- ✓ Once a program earns a L3, 4 or 5 rating, the *Colorado Shines Rating* is valid for 3 years.
  - If a program earns a Level 2 rating, the program will need to re-rate mid-cycle (18 months) to achieve the L3-5 to remain eligible for continued funding.
- ✓ The Department of Human Services (DHS) offices have a tiered reimbursement system that ties to rating levels. The higher the rating, the higher the possible reimbursement. Check with your local DHS office for more information (Contact Directory).
  - Also, many funders have rating requirements tied to funding, and having a higher rating may help in applying for other funds/grants

### **Overview of the Rating Process:**

1. After you apply for funds, you will receive an email from the Council that will let you know funds have been allocated and coaching services can begin.
2. Have initial coaching visit to plan next steps/coaching visits for the fiscal year; overview of process; available funds; next steps.
3. Your coach will conduct a baseline Environmental Rating Scale (ERS) completed by a credentialed coach. If you have had an ERS within the last year, those results can be used.
  - After conducting the baseline assessment and using the results of the ERS, you and your coach will develop a Quality Improvement Plan (QIP) that will include goals for your program for this fiscal year.
  - Your QIP will help you to develop systems, create/revise policies, and identify needed materials to raise scores in each domain.
4. Use Readiness Assessment (RA) to prepare for upcoming rating
  - If you do not have funds to cover coaching services, Council staff can provide support with the Readiness Assessment.
  - A minimum of 6 months is recommended to prepare. Please note some evidence requires showing policies/procedures have been in place over the course of a year.
5. Submit for a Level 3-5 Rating on your QRIS Home Page.
  - Use the *When to Submit for a 3-5 Rating* table in this section to help you choose when to submit.
  - Please let Kristin know that you have submitted!!!

Colorado Shines Level Definition	
<b>Level 1</b>	<b>Status:</b> Licensed
<ul style="list-style-type: none"> <li>Program is licensed under Colorado Shines</li> </ul>	
<b>Level 2</b>	<b>Status:</b> Rating Assigned
<ul style="list-style-type: none"> <li>Program has taken additional steps towards building quality by completing Level 2 requirements</li> </ul>	
<b>Level 3-5</b>	<b>Status:</b> Open for Application
<ul style="list-style-type: none"> <li>Program rated for quality learning using points and Environment Rating Scale (ERS) scores</li> <li>Level 3: Program begins to look at and measure quality</li> <li>Level 4: Program exhibits additional growth with higher level points and higher ERS scores</li> <li>Level 5: Program represents the top tier of quality</li> </ul>	

6. Clayton will contact you approximately 30 days before your rating month to answer any questions you may have, as well as give you access to upload your documentation and complete other requirements.
7. During the month before and during the rating, upload your documentation into QRIS/PDIS.
8. Once you receive your rating, you and your coach will use the ERS scores from the rating to revise QIP goals and make a plan that will work towards higher overall quality and long term goals over the next 3 years.
9. When you are a year away from your next rating, begin preparing for the next rating.
10. Go to Step 1 and repeat the process.

**\* OEC strongly recommends programs uphold the 75% of Level 2 Modules in Workforce, 100% for Family Child Care Homes, in case there is ever a drop in rating.**

**\* Any L2 Modules completed also count towards the 15 hours of annual training needed.**

## When & How to submit for a level 3-5 rating-

- Make sure your program's information is up to date (see page 16 for directions).
- Push the button: "Submit for L3-L5 Rating" on your Colorado Shines Home Page to be put into the queue.
- Once you submit, you will immediately get an email confirmation from Clayton Early Learning. If you do not receive an email, you have not submitted successfully- **call Kristin for help.**
  - Your scheduled time is based on, how many CCAP children are served, the length of time a program has been in the queue and Clayton's availability. Generally, ratings happen 60-90 days from submission.
  - Don't wait until the last day of the month to submit to allow time in case you run into any technical difficulties.

### Use the following table for planning purposes

Push the Button <b>DURING</b> the month of ...	Likely rating month...
January	April-June
February	May-July
March	June-August
April	July-September
May	August-October
June	September-November
July	October-December
August	November-January
September	December-February
October	January-March
November	February-April
December	March-May

### **Important things to remember...**

- Programs should be **ready to rate** when they **submit** for the rating
- There is **no way** to guarantee what month you will rate, use the table above as a guide so you will be able to anticipate the likely rating window.
- If a program chooses **not** to rate the month assigned, the program will be removed from the queue and will have to reapply and start the process over.
- For any questions, don't hesitate to call the Council and please also keep us apprised of when you submit for a rating or of any changes.

For more information about Clayton Early Learning, please visit

<https://www.claytonearlylearning.org/>

## Type 2: Earn a rating through an Alternative Pathway

There are **two** ways to obtain an Alternative Pathway:

- Accreditation- Are you accredited? The State recognizes eight different accreditations. Accreditations crosswalk to levels 3 or 4.
  - In Colorado, accepted accreditation programs will be included in Levels 3 and 4 based on their submitted crosswalk data. Colorado Shines requires accredited programs to demonstrate not only verification of their current accreditation status but show evidence that the program meets additional specific Colorado Shines standards. Programs wishing to pursue Level 5 will need to apply to be rated by a qualified Colorado Shines assessor by submitting an application to be evaluated.
- QRIS Level Assignment- For school districts ONLY and must meet all requirements.
  - In Colorado, eligible school district programs may apply to be included in Levels 3 and 4 based on their submitted crosswalk data. Colorado Shines requires school district programs to demonstrate not only verification of their governance structure, workforce structure, and wage structure but additionally show evidence that the program meets specific Colorado Shines standards. Programs wishing to pursue Level 5 will need to apply to be rated by a qualified Colorado Shines assessor by submitting an application to be evaluated.

**Important note:** *Alternative pathways are certainly an option but please be aware, the process takes a minimum of 12 to 18 months to earn accreditation.*

If you are interested in your program earning a rating through an alternative pathway click on the link to download the application and feel free to contact Stacy for more information and support:

<https://www.coloradoshines.com/programs?p=Overview-of-the-ratings-process>

## Section 3

# Colorado Shines Quality Improvement (CSQI) Funds

### **This section includes:**

- ✓ OEC Funding Overview and Eligibility
- ✓ How to Update your Program's Information
- ✓ How to Renew/Apply for Funding in QRIS

### **STUCK?**

Kristin Sparkman can help you!  
719-293-2378

\*Make sure to use **Google Chrome** while working in Colorado Shines

OFFICE OF EARLY CHILDHOOD  
Funding Overview & Eligibility

Available Colorado Shines Funding

Coaching



Quality Improvement



Capital Improvement



CSQI Funding Application

CI Application

Requirements:

- Actively work with your assigned CSQI coach
- Focus: improve the program's overall quality and Colorado Shines rating
- Support the program and their QI goals to maximize spending impacts and act as a local resource.

Allowable Expenses:

- Approved, allowable quality improvement materials
- Substitutes or overtime expenses related to QI activities
- Professional Development

Eligibility:

- Serve infants and toddlers.
- Have an accepted CSQI funding application in place.
- First time applicants.

Focus:

- Expansion of I/T slots
- Enhancing quality experiences of infant and toddler settings

**CSQI FUNDING APPLICATION – COACHING & QI ONLY**

- As long as funding is available, programs are eligible for a one-time award per fiscal year.
- Quality Improvement dollars are split equally between coaching and quality improvement in order to meet grant requirements.
- Your coach will work with you on the best way to support your program and improve quality to meet grant requirements put forth by the state.

**CAPITAL IMPROVEMENT FUNDING**

- If your program is participating in CSQI funding described above, has not received capital improvement before and you are licensed to serve infants and/or toddlers, you may qualify for additional capital improvement funding.
- You can find the webinar and application @ [www.rmecc.org/colorado-shines](http://www.rmecc.org/colorado-shines)

## CSQI Eligibility Requirements

1. Hold a current, permanent childcare license in good standing.
2. Maintain compliance with Head Start/Early Head Start regulations, if applicable.
3. Enroll children prior to kindergarten.
4. Hold a Colorado Shines Level 2 or higher at the time of application.
5. Have an active Colorado Child Care Assistance Program fiscal agreement AND indicate acceptance of CCCAP on the Colorado Shines program profile.
  - To obtain a CCAP agreement, contact your local DHS office. Contacts are listed in the Directory at the end of this document.
  - For more information about the CCAP Program, visit this website from the Office of Early Childhood (OEC):  
[http://coloradoofficeofearlychildhood.force.com/oec/OEC\\_Providers?p=Providers&s=Colorado-Child-Care-Assistance-Program-For-Providers&lang=en](http://coloradoofficeofearlychildhood.force.com/oec/OEC_Providers?p=Providers&s=Colorado-Child-Care-Assistance-Program-For-Providers&lang=en)

## Continued Eligibility: (In addition to eligibility above)

- ✓ If your program has never gone through a Colorado Shines rating, you must submit for a rating within 18 months of signing your Memorandum of Understanding (MOU).
  - ✓ If you are currently rated, you agree to renew your rating before its expiration date.
- **Please call or email Stacy for more information.** 719-486-7273 or [mecc@mtnvalley.org](mailto:mecc@mtnvalley.org).

## How to Update Your Program's Information

### Logging into QRIS for the first time? Lost Username/Password?

→ E-mail the **QRIS** help desk: [cdhs\\_coshines@state.co.us](mailto:cdhs_coshines@state.co.us)

1. Log into *Colorado Shines* (QRIS)
2. Click on the "Application" tab



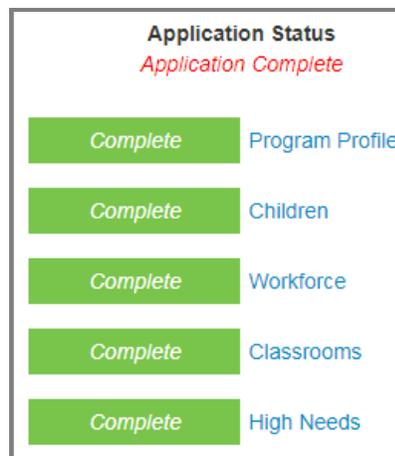
3. Click on each tab: Program Profile, Children, Workforce, Classrooms and High Needs. Enter any new or different information necessary under each tab. Enter information under each tab based on what is happening right NOW in your program.

**Need to remove old staff members under Workforce?** → E-mail the **PDIS** help desk: [pdishelp@cde.state.co.us](mailto:pdishelp@cde.state.co.us) make sure to include the **name of your program**, your **license number** and the staff member **name(s)** you need removed.

4. Make sure to click the check box on each tab that says "Complete and Ready to Submit":



5. When you are finished, the *Application Progress* tabs (on the right hand side of your screen) should show up green and the status "Complete"
6. To save the information you have entered, click "Submit Application." You have now successfully saved your work. If you are unsure or need help, please contact Kristin.



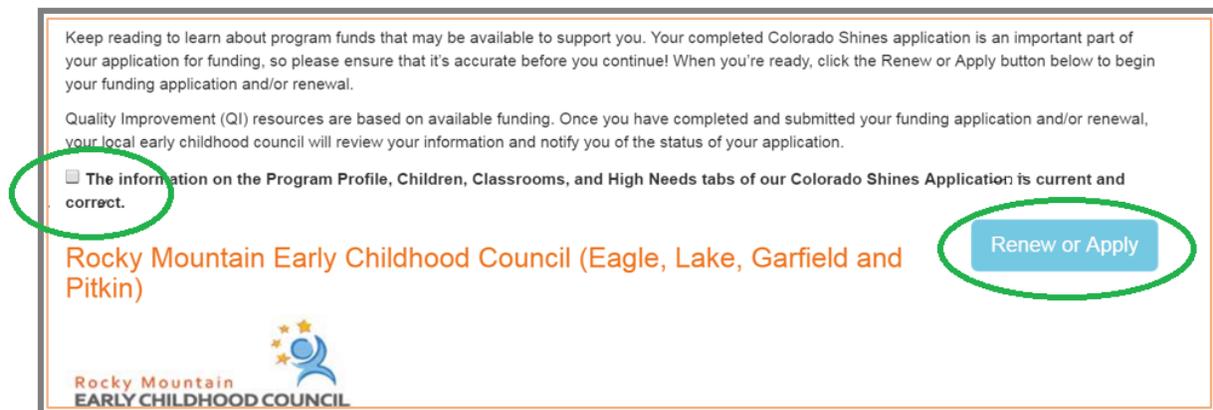
7. Another important step during this process is to update your Quality Improvement Plan (QIP) with new goal(s). See page 21 for more information on how to do this, or check out a 5 minute recording with step-by-step instructions at: [www.rmecc.org/colorado-shines](http://www.rmecc.org/colorado-shines)

## How to Renew/Apply for Funding in QRIS

1. Log in to QRIS.
2. Make sure each of the *Application Progress* tabs show up green and the status "Complete."
3. Click the Quality Improvement Tab and then the QI Incentives tab (shown below).



4. Click the **checkbox** and then click the **Renew or Apply** button (shown below).



5. Answer the questionnaire based on what is happening right NOW in your program
6. Make sure to click **Next & Save** at the bottom of each page. Then, you will receive a **Congratulations** message and e-mail if you have successfully applied!
7. Lastly, you will receive a Memorandum of Understanding (MOU) from "Your Early Childhood Council." Please open and electronically sign it.

## Section 4

# Coaching Services

**This section includes:**

- ✓ Coaching Services
- ✓ Coaching Agency Contacts
- ✓ Quality Improvement Plans (QIP)

## Coaching Services

The purpose of CSQI coaching involves actively working with a CSQI coach. Your assigned coach will help support your program and your QI goals to maximize spending impacts and act as a local resource to help improve overall quality and Colorado Shines rating.

Coaching is based on individual program needs for Levels 2-5. You will work with one of our very experienced, credentialed coaches from your area! To ensure quality support, the RMECC and your coach work closely together.

### **CSQI Coaching Services can include:**

- Conducting Environment Rating Scales and/or CLASS assessments for preschool, infant/toddler classroom, or family child care programs (ECERS/ITERS/FCCERS/CLASS)
- Developing a Quality Improvement Plan (QIP)
- Level 3-5 Colorado Shines Rating preparation
- Early Childhood Mental Health Consultation (ECMHC)
- Challenging Behavior Support
- Policy Development

### **First CSQI Coaching visit of each fiscal year**

**Below is a basic overview of topics you will discuss with your coach at the beginning of each fiscal year. This fulfills annual grant requirements given to the Council by the state.**

- Make sure to read your most current CSQI MOU. This document has important information that lays out what is required of you while in participating in CSQI. If you have questions, please call Stacy.
- Review your CSQI allocation for coaching and quality improvement (QI).
- Review allowable quality improvement expenses.
- Review spending and coaching deadlines.
- Review your goals in your Quality Improvement Plan (QIP).

## Coaching Agency Contacts

### **Pitkin County:**

Shirley Ritter, Executive Director  
Kids First  
970-920-5363

<https://www.cityofaspens.com/235/Kids-First>



### **Garfield County:**

Joni Goodwin, Executive Director  
Early Childhood Network  
970-928-7111

<https://www.earlychildhoodnet.org/>



### **Eagle and Lake Counties:**

Liz Costaldo, Program Director  
Early Childhood Partners  
970-390-8362

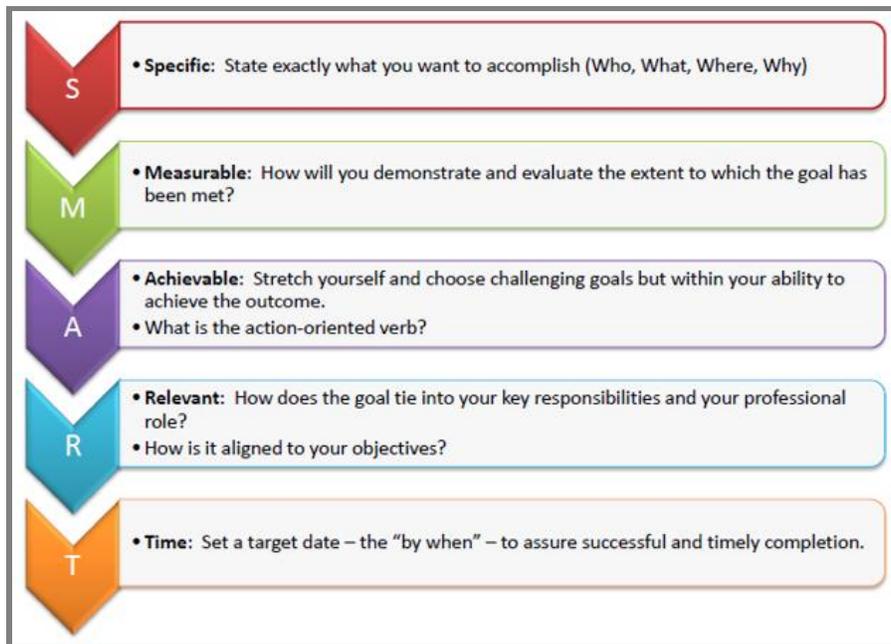
<https://earlychildhoodpartnerscolorado.org/>



# Quality Improvement Plans

## How to Create/Update QIP Goals:

1. Log in to your QRIS portal
2. Click on *Quality Improvement*
3. Under each Domain, select the Category and Criteria that best fits your desired goal.
4. Choose "On-Going," or "High" Status for each **active** goal
5. Mark any previous goals, you are no longer working on, as **Completed**.
6. In the main box, develop a SMART goal using the process below (see example as well).



**Example:** By June of 20\_\_\_, our program will purchase and begin implementing the Creative Curriculum in both of our preschool classrooms. This curriculum will help us improve the quality and consistency of our school because of its alignment with Colorado's ELDGs.

For other information regarding your QIP, including helpful resources, and a short step-by-step video, check out our [website](#).

## Section 5

# Spending QI Dollars in EcConnect

**This section includes:**

- ✓ Frequently Asked Questions
- ✓ Spending QI Dollars in EcConnect
- ✓ Reimbursements

### **STUCK?**

Kristin Sparkman can help you!  
719-293-2378

## Frequently Asked Questions

EcConnect site: <https://home.ecconnectcolorado.org/auth/login>

- **I'm ready to spend my dollars, where do I start?** Once you have met with your coach to develop your QI Plan and have chosen appropriate materials that will help increase quality in your program, choose whether you are shopping with an *Approved Vendor*, *Lakeshore* and/or *Kaplan*, or doing a *Reimbursement* and follow the specific instructions located in this section.
- **What kind of materials can I purchase with my QI dollars?** All materials purchased with QI dollars need to benefit children *directly* and/or help increase your Colorado Shines rating. Evidence-based professional development is also allowable and credits//CEUs/hours must be something that can be submitted towards a professional's credential. Your coach or Council staff can answer questions about allowability, and you need approval before signing up for a training. Items not allowed under QI: consumables (ie: paper, paint, etc.), and *Capital Improvement*.
- **Do I need approval for the materials I purchase?** Yes, both your Coach and the Council must approve for all QI spending. In some cases, we must secure special approval from the state.
- **What type of furniture is best?** The state requires "commercial grade" furniture with a warranty; options are available through our approved vendor list.
- **How long does it take to receive my materials?** It can take up to 12 weeks depending on the vendor. Please plan accordingly, allowing yourself plenty of time to receive your items.
- **What is a PO #?** This is the Purchase Order Number. This is the main number to use when referencing your order. This number will be on the confirmation email you receive after your request has been approved.
- **Can I go back into ecConnect to see previous orders?** No, however you will receive an automatic e-mail once your order is approved and placed with the vendor that contains a snap-shot of your whole order and the PO#. KEEP THIS FOR YOUR RECORDS!



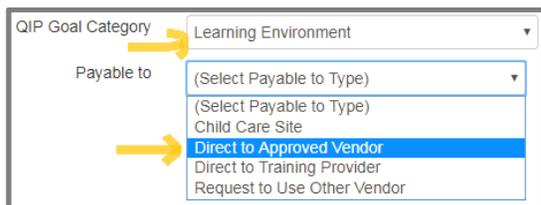
### Don't forget:

- Choose your items thoughtfully**, as changing your order once it is placed may not be possible.
- Always use vendor's ONLINE catalogs for current pricing!**
- Create only ONE QI Request PER Vendor** (ie: place your order with *Lakeshore*, then go back to the home page, and place a different order with the next vendor).
- DO NOT enter discounts or shipping costs**, as these are calculated by each individual vendor.
- Oops! I'm having problems with ecConnect...An item is broken...I received a duplicate order... I need to exchange something... Who do I call?** Never fear- Kristin Sparkman is here! Please call if you have ANY problems or questions.

## Spending QI Dollars in ecConnect

For resources and step-by-step instructions, check out our [website!](#)

- ✓ Read the [Frequently Asked Questions](#) first!
  - ✓ Use the **ecConnect Order Form**, located on our website, for each order. Using the order form and the vendor's website will help you to capture the Item Name, Item Number, Quantity, and Total Price on one document!
1. **Log in** to ecConnect (or create an account if you have never logged in before).
  2. Click on **Access QI Funds**.
  3. Make sure your program is selected, then click the **+Request** button (next to your CSQI award amount).
  4. Scroll down and Select **Open New QI Request**.
  5. **Verify your shipping address** is accurate, as items cannot be sent to PO boxes. Click the "Make a correction" button if need be.
  6. Select **Learning Environment** for the QIP Goal Category and **Direct to Approved Vendor**.



The screenshot shows a form with two dropdown menus. The first dropdown, labeled 'QIP Goal Category', has 'Learning Environment' selected. The second dropdown, labeled 'Payable to', has a list of options: '(Select Payable to Type)', '(Select Payable to Type)', 'Child Care Site', 'Direct to Approved Vendor' (highlighted in blue), 'Direct to Training Provider', and 'Request to Use Other Vendor'. Yellow arrows point to the selected items in both dropdowns.

7. Here you can choose to shop with a Market Place Vendor, Other Approved Vendor, or submit for a Reimbursement. [See more information about these options on the next page.](#)
8. You will then type **a short explanation** of how these materials will help increase quality throughout the program. "**Sign**" your name and click **submit!**

## APPROVED VENDOR SHEET - Updated 6-2-20

**NOTE: Programs should utilize vendor websites to estimate the most current pricing.**

**ONLY THE VENDOR OR COUNCIL CAN ENTER DISCOUNTS OR SHIPPING COSTS!!!**

### Marketplace Vendors

Utilizes the Punchout (Shopping Cart) System

Rating	VENDOR	WEBSITE	DISCOUNT
★ ★	Lakeshore Learning Materials	<a href="http://lakeshorelearning.com">lakeshorelearning.com</a>	7% off all non-sale items processed through the ecConnect Punchout (Shopping Cart) Process and free shipping. 7% off in store.
★ ★	Discount School Supply	<a href="http://discountschoolsupply.com">discountschoolsupply.com</a>	20% off & Free Shipping on all items processed through the ecConnect Punchout Process
★ ★	Kaplan Early Learning Company	<a href="http://kaplanco.com">kaplanco.com</a>	18% on all items purchased through the ecConnect Punchout Process* & free Shipping over \$100 *Excluded items include sale, product promotion, coupons, gift certificates, bids, quotes, playground & assessment tools.
★ ★	School Specialty / Child Craft	<a href="http://schoolspecialty.com">schoolspecialty.com</a>	30% on regularly priced supplies 15% on all regularly priced furniture Free Shipping on all items processed through the ecConnect Punchout Process

### Preferred Vendors

Rating	VENDOR	WEBSITE	DISCOUNT
★	Becker's School Supplies	<a href="http://shopbecker.com">shopbecker.com</a>	15% off regularly priced items and free shipping on orders over \$99, excluding furniture and equipment items marked with freight truck icons on the website or a red check mark in the printed catalog
★	Community Playthings	<a href="http://communityplaythings.com">communityplaythings.com</a>	Free shipping and 10 year warranty
★	Kodo Kids	<a href="http://kodokids.com">kodokids.com</a>	Free shipping
★	Autism Community Store	<a href="http://autismcommunitystore.com">autismcommunitystore.com</a>	5% discount + Free Shipping
★	Constructive Playthings	<a href="http://constructiveplaythings.com">constructiveplaythings.com</a>	*10% off items from catalog or website. Free shipping over \$200 *Exclusions apply
★	Teaching Strategies	<a href="http://teachingstrategies.com">teachingstrategies.com</a>	Free shipping
★	Bookies Bookstore	<a href="http://thebookies.com">thebookies.com</a>	Up to \$749.99 = 15%, \$750-\$2,999.99 = 20%, over \$3,000 = 25% In-store pickup only ~Reimbursement only~
★	Brookes Publishing	<a href="http://brookespublishing.com">brookespublishing.com</a>	10% and free shipping

#### Rating Legend

Ratings based on service and performance experience of both the Council and providers

★ ★	Great customer service and uses the punchout ordering system
★ ★	Good customer service and uses the punchout ordering system
★	Great customer service
★	Good customer service
★	Little or no experience with this vendor

**Choose from these 3 options to shop:**

<p><b><u>Market Place Vendor (Punch out system):</u></b>  <b>Lakeshore, Kaplan, School Specialty &amp; Discount School Supply</b></p>	<p>These two vendors use an <b>easy punch-out system</b>.</p> <ul style="list-style-type: none"> <li>✓ Once you click on Lakeshore, Discount School Supply or Kaplan, a long, green button will appear that says "<b>Click here to shop with...</b>" It will take you into what looks like their website.</li> <li>✓ <b>Choose</b> the items you wish to purchase, and enter the <b>quantity</b> and of course make sure you stay within your budget!</li> <li>✓ <b>DO NOT</b> enter DISCOUNTS or SHIPPING CHARGES!</li> <li>✓ After you have selected all of your desired materials, click <b>Check Out</b>, and it will take you back into ecConnect where you need to <b>link</b> the specific QIP goal to each item.</li> </ul>
<p><b>Other Approved Vendors</b></p>	<ul style="list-style-type: none"> <li>✓ Note: Some of the vendors listed in ecConnect <b>do not</b> apply to our area; Please reference the "<b>Approved Vendor List</b>" on page 26 for our Council. Click on the <b>vendor</b> you choose.</li> <li>✓ <b>Manually</b> enter the item number, name, quantity, unit price, QI Type, age appropriate level, scope</li> <li>✓ <b>Link</b> the correct QIP Goal to <i>each</i> item.</li> </ul>
<p><b>Reimbursement</b></p>	<ul style="list-style-type: none"> <li>✓ Get Coach and Council approval <b>before</b> you purchase your materials</li> <li>✓ <b>Call Kristin</b> for details!</li> <li>✓ <b>REMEMBER:</b> Depending on when we receive all of the necessary documents, it can take <b>6-8 weeks</b> to receive your reimbursement check.</li> </ul>

**Once your QI Request is approved and placed:**

- You will receive an automatic e-mail that contains a snap-shot of your whole order and the PO#. **KEEP THIS FOR YOUR RECORDS!**
- Once the vendor has shipped the order, RMECC will e-mail you a **detailed invoice**.

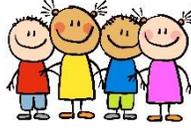
**LAST STEP!** Verify Receipt of Materials:

- Make sure all of your materials are accounted for, verifying the packing slips with the **detailed invoice**.
- Sign/date the invoice we send you to verify you have received all of your materials, then scan and e-mail the signed invoice back to Kristin.

If there are any problems with your order, **PLEASE CALL KRISTIN.**

If you call the vendor directly and place a new order or change/alter an existing order, **you will be held fiscally responsible for any invoices.**

***All orders must be placed and approved through the ecConnect system.***



## Reimbursements

All reimbursements need Coach and Council **pre-approval**. Providers will need to submit for a reimbursement for a number of circumstances including the following:

- ✓ Capital Improvement projects
- ✓ Temporary Teacher expenses
- ✓ Professional development expenses
- ✓ A vendor who is not on the approved vendor list

The process and paperwork needed will vary depending on the specific circumstance. Due to the complexity and individual nature of reimbursements, you will need to work directly with Kristin for deadlines, information needed and next steps.

**Call Kristin for approval!**

### **REMEMBER:**

- ✓ Reimbursements cannot be processed until **all** documents are received.
- ✓ It will take 6-8 weeks to receive a reimbursement due to the state billing process.

## Username/Password Tracking Sheet

Tired of losing your usernames/passwords for Colorado Shines? Keep track of your information here:

Colorado Shines usernames and passwords				
Site	E-mail used	Username	Password	
ex: QRIS	sallyjones@g.net	Sjones	1234567	
QRIS				
ATS				
ecConnect				
PDIS				

Another alternative- Check out a **free** password management program called LastPass\*. More information can be found at <https://www.lastpass.com/hp>.

\*Even if you use LastPass, we highly recommend you have it written down as well!

# Contact Directory

Coaching Agencies			
<b>Liz Costaldo</b> Early Childhood Partners	Eagle & Lake	<a href="mailto:liz@ecpartners.org">liz@ecpartners.org</a> <a href="https://earlychildhoodpartnerscolorado.org/">https://earlychildhoodpartnerscolorado.org/</a>	(970) 390-8362
<b>Joni Goodwin</b> Early Childhood Network	Garfield	<a href="mailto:joni@earlychildhoodnet.org">joni@earlychildhoodnet.org</a> <a href="https://www.earlychildhoodnet.org/">https://www.earlychildhoodnet.org/</a>	970-928-7111
<b>Shirley Ritter</b> Kids First	Pitkin	<a href="mailto:Shirley.ritter@cityofaspen.com">Shirley.ritter@cityofaspen.com</a> <a href="https://www.cityofaspen.com/235/Kids-First">https://www.cityofaspen.com/235/Kids-First</a>	970-920-5363
Colorado Shines (QRIS) & Professional Development Information System (PDIS)			
QRIS & PDIS Help Desk		<a href="mailto:cdhs_coshines@state.co.us">cdhs_coshines@state.co.us</a> <a href="mailto:PDISHelp@cde.state.co.us">PDISHelp@cde.state.co.us</a>	844-447-4441
Colorado Child Care Assistance Program			
Samantha Markovitz	Eagle County	<a href="mailto:sam.markovitz@eaglecounty.us">sam.markovitz@eaglecounty.us</a>	970-401-0722
Sonia Luna	Lake County	<a href="mailto:Sonia.Luna@state.co.us">Sonia.Luna@state.co.us</a>	719-486-7461
Magali Ruiz	Garfield County	<a href="mailto:mruiz@garfield-county.com">mruiz@garfield-county.com</a>	970-625-5282, X 3212
Diane Cerise	Garfield County	<a href="mailto:dcerise@garfield-county.com">dcerise@garfield-county.com</a>	970-625-5282, x 3251
Ligia Bonilla	Pitkin County	<a href="mailto:ligia.bonilla@pitkincounty.com">ligia.bonilla@pitkincounty.com</a>	970-319-4211
Child Care Licensing Contacts			
Sandy Jennings	Eagle County	<a href="mailto:Sandra.jennings@state.co.us">Sandra.jennings@state.co.us</a>	720-660-7136
Katie Fightmaster	Lake County	<a href="mailto:kfightmaster@discovermygoodwill.org">kfightmaster@discovermygoodwill.org</a>	719-243-1953
Rebecca Romeyn	Garfield & Pitkin County	<a href="mailto:rromeyn@garfield-county.com">rromeyn@garfield-county.com</a>	970-945-9191 x 3066
Mark Lapka	County	<a href="mailto:mlapka@garfield-county.com">mlapka@garfield-county.com</a>	970-319-3570
Licensing Hotline	Statewide		303-866-5948
Rocky Mountain Early Childhood Council			
Stacy Petty Director		<a href="mailto:rmecc@mtnvalley.org">rmecc@mtnvalley.org</a>	719-486-7273
Kristin Sparkman Early Childhood Specialist		<a href="mailto:rmeccspecialist@mtnvalley.org">rmeccspecialist@mtnvalley.org</a>	719-293-2378