

Portfolio Progress Roadmap

Here's some guidelines and suggestions to help you determine what you should be working on to make sure you are ready to submit your best portfolio by the deadline. Ideally, portfolios should be submitted within 9 months of receiving support funds.

When Your Portfolio Deadline is 6 Months Away...

1. Continue to use your Quality Improvement Plan as a tool to guide your quality improvements. Be sure to record when improvements are made as you reach your goals or if you set new goals.
2. Start working on the Personnel Qualifications Domain. You and/or your staff should:
 - a. Review the Personnel Qualifications Report that was included in your welcome kit or request a new one from your Quality Improvement Specialist. Are all of your staff listed? Do they have the right title? Follow the directions on the Oregon's Personnel Qualifications Report: Frequently Asked Questions sheet if corrections or updates are necessary.
 - b. Fill out the Professional Development Plan and work on professional development goals. Make sure it reflects a plan to complete the appropriate number of training hours by the portfolio submission deadline.
 - c. Achieve a step in the Oregon Registry or have applied for one.
 - d. Submit training hours to ORO, including relevant Program Management hours for providers or directors.
3. Survey your families using the Family Survey so you have time to compile the responses and make changes to your program based upon the feedback you receive.
4. Update your parent and/or staff handbook with the quality practices that you have put in place. It's important to write them down and put them into policies so that families and staff know what is expected.
5. Check out the website: OregonQRISResources.org for great templates for policy manuals and other resources. Go to the site to request a log in.

When Your Portfolio Deadline is 3 Months Away...

1. Finish any quality improvement goals and record them on your Quality Improvement Plan. You can then review your plan and re-assess which star level to submit your portfolio for. You can always submit for a 3 star at first and go for a 4 or 5 star later if time is an issue. The resubmission process and the clear and helpful feedback you get from reviewers makes this quick and easy.
2. Check your QRIS Personnel Qualifications Report. Request a revised PQ report from your Quality Improvement Specialist and review it for accuracy.
 - a. Make sure everyone has applied for a step on the Oregon Registry. It takes 45 business days to process step applications. If anyone at your program still needs to apply for a step they should do it immediately or it could delay or prevent your portfolio from achieving a rating.
 - b. Verify that the personnel listed on the report are correct and have the correct titles.
 - c. Check the number of training hours on the report and make sure that everyone will meet the correct training hour requirement.

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3. Make sure you have started documenting evidence in your portfolio. Don't leave it all to the last minute.
 - a. Find a copy of the portfolio scoring sheet online to help you understand how your portfolio will be scored. <http://teachingresearchinstitute.org/pages/show/qris-resources?site=qris>
 - b. Use the tips pages in the portfolio to help you document evidence.
 - c. Label, Label, Label. Evidence should be clearly labeled with the standard number and star level so that reviewers can find it. Descriptions of pictures are extremely helpful so reviewers know what you are trying to show.
 - d. Try to submit the correct type of evidence requested and that fully meets the criteria, but don't overdo it. If two examples will do, don't send 10. Too much can slow things down.

When you submit your portfolio, do your best but don't worry about it being perfect. Even if you don't achieve your star rating the first time, the feedback you will get makes resubmission easy.

If you have any questions about quality improvements for your program, please contact your Quality Improvement Specialist for assistance. If you have any questions about the portfolio, please check out the help on the website at <http://teachingresearchinstitute.org/library/list/11?site=qris>, e-mail qrishelp@wou.edu or call the QRIS Helpline at 1-877-768-8290.

