The Life of a Virtual Rating

Required Steps

To Start the Process

- Program completes the application and enters the queue
- Program receives notification of upcoming 2-month rating window

The First Month

- Orientation phone call with Lead Assessor describing the virtual rating process
  - Program is notified which classrooms will be completing the virtual observation
  - Schedule Zoom interview with teacher
  - ERS evidence upload window opens
  - Documentation window/surveys open
- Mid-point email sent
  - Reminder about ERS window
- Last calendar day of the month
  - ERS window closes at 5 pm

The Second Month

- After ERS window closes, assessors watch video and complete interview portion with teacher
- Assessor scores classroom and writes report
- Report is edited 3 times
- Last calendar day of the month:
  - Documentation uploads close at 5 pm
  - Surveys close at 5 pm

Month After

- Documentation is reviewed by 2 Data Associates
- Virtual rating is determined by ERS score(s) and documentation
- Last business day of the month
  - Overall quality rating levels are released by email

Optional Steps
After rating is released

Consultation

- Program has one month to request and complete consultation with Lead Assessor
- Request resubmission and/or appeal within 7 calendar days of consultation

Resubmission

- Data associate contacts program
- Documentation upload is reopened and programs have 14 days to resubmit
- Documentation upload is closed and documentation is reviewed within 14 days
- Program is informed of finalized rating via email

Appeals

- Appeals committee meets monthly and members independently review supporting documentation
  - Committee consists of members from Colorado Office of Early Childhood Licensing and Quality Initiatives, the Colorado Department of Education, Clayton Early Learning, and a provider
- Committee members reach a consensus
- Programs receive final decision via email

Accept Rating

Final Virtual Rating

- Option to rerate 6 months after rating window. Programs that have not rated will be prioritized
- Return to the start of the process