

## QRIS MEETING NOTES

<b>Date:</b> 12/13/2017	<b>QRIS Advisory Group Meeting</b>	<b>Place:</b> KASB 1420 Arrowhead Road, Topeka, KS 66604
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**Present:** Kelly Meigs, Lori Steelman, Amy Blosser, Nis Wilbur, Deb Crowl, Leadell Ediger, Jackie Counts, Patty Peschel, Amy Smith, Patty Mitts, Karen Beckerman, Heather Schrotberger, Christi Smith, Carrie Hastings, Jevan Bremby, James Heckard

**Absent:**

TOPIC	DISCUSSION	ACTION
<b>DCF Updates</b>	<p><b><u>General DCF Announcements</u></b> Karen made announcements pertaining to DCF's statewide initiatives such as the Market Survey and the CCDF State Plan.</p> <p><b><u>L2Q Progress Update</u></b> Kelly gave a brief summary of the past 6 months of the project as well as shared the new timeline including a new target dates for orientation (March) and BAS/PAS trainings (August).</p> <p>Kelly introduced James Heckard, who works on TANF initiatives within DCF, to assist with QRIS data system (Smartsheet) while DCF searches for a new QRIS Supports Manager. He may continue to assist after the position is filled.</p> <p>DCF awarded the Pilot Evaluator contract to The Learning Tree Institute at Greenbush.</p> <p>DCF is aiming to award Pilot Services (Community Consultants) contract before the first of the year.</p> <p>Kelly attended BUILD Initiative Conference in Dallas where she was asked to sit on a panel and share Kansas' progress.</p>	
<b>Evaluators Presentation</b>	<p>Contracted Evaluators, The Learning Tree Institute (LTI) at Greenbush – Southeast Kansas Education Service Center, gave a presentation in which they shared the history of LTI, the main team that will be working on L2Q, and role they will be playing in the Pilot.</p> <p>Main LTI team working on L2Q is Lisa Chaney, Dawn Miles, and Kristin</p>	
<b>L2Q Pilot Manual Updates and Group Work</b>	<p>Group broke into three groups and rotated between three work stations. Each station was a dedicated opportunity for Advisory Group members to provide feedback on an area of the Pilot Manual. Each group recorded their feedback on chart paper.</p> <p>L2Q Staff will examine feedback and work to address concerns and implement suggestions.</p>	<p><b>Amy</b> will type up chart paper responses and send them to Kelly.</p>

**LUNCH**

<p><b>Smartsheet Demo</b></p>	<p><b><u>Demonstration</u></b>          James and Kelly reviewed what Smartsheet is and the overview of how the various roles will be using the system</p> <p>Jevan gave demo of the system for each of the roles Kelly highlighted.</p> <p>Group gave feedback on things to consider and/or be mindful of when continuing to build out the system.</p> <ul style="list-style-type: none"> <li>• Mobile compatible?             <ul style="list-style-type: none"> <li>◦ There is a mobile app.</li> </ul> </li> <li>• How does the system help with reports?             <ul style="list-style-type: none"> <li>◦ Smartsheet has a feature that pulls data from multiple sheets to curate reports.</li> </ul> </li> <li>• How will we support child care providers who are in rural areas without the technology or the skills?             <ul style="list-style-type: none"> <li>◦ There will be multiple methods of submitting evidence:                 <ul style="list-style-type: none"> <li>• Physical (snail) mail</li> <li>• Working with community consultants (possibly with hand scanner at monthly meetings)</li> <li>• Through the mobile app</li> </ul> </li> </ul> </li> <li>• Is there a chat feature for Providers to communicate with one another?             <ul style="list-style-type: none"> <li>◦ Comments within a single sheet.</li> <li>◦ L2Q team will look into formatting a sheet into a forum for providers.</li> </ul> </li> <li>• Beta testers will work with the system before launch</li> <li>• How many users can the system support?             <ul style="list-style-type: none"> <li>◦ Unlimited collaborators, limited users (who can create sheets)</li> </ul> </li> </ul> <p>Kelly described priorities in Smartsheet development were ensuring that evaluators have what they need to document evaluation of orientation and learning what capabilities providers have.</p> <p>Kelly also explained that because of the structure of the pilot, L2Q staff is expecting the first portfolio submissions in the summer (June). This means there will be ample time to refine the process and the system to support the process before the system is needed.</p>	<p><b>CPPR</b> will be developing a tutorial for how to use Smartsheet</p> <p><b>Jevan</b> will develop a sheet to serve as a chat/help forum.</p>
<p><b>KQN</b></p>	<p><b><u>KQN Website</u></b>          Group brainstormed resources to include on the community section of the KQN site after determining who “community” referred to:</p> <ul style="list-style-type: none"> <li>• Business owners,</li> <li>• Legislature</li> <li>• Chambers of commerce</li> <li>• School boards</li> </ul> <p>Carrie fielded the suggestions and recorded them on chart paper.</p> <p><b><u>KQN Promo Card</u></b>          Group discussed and gave feedback on the KQN Promo Card.</p> <ul style="list-style-type: none"> <li>• Who should get the promo cards:</li> </ul>	<p><b>L2Q Staff</b> will incorporate KQN Promo Card feedback and send draft back to Kelly.</p>

	<ul style="list-style-type: none"> <li>○ Chambers of Commerce in each community to reach new families</li> <li>○ New child care licensees</li> <li>○ School Boards</li> <li>● Before anything goes live, Carrie will send scenarios out for this group to help with user testing</li> <li>● L2Q Staff will incorporate the following feedback and send draft back to Kelly. <ul style="list-style-type: none"> <li>○ <u>Size</u> <ul style="list-style-type: none"> <li>● Card should be small enough to fit in a business envelope</li> </ul> </li> <li>○ <u>Additional images</u> <ul style="list-style-type: none"> <li>● Explore more pictures to pair with wooden laptop, wooden cell phone, perhaps</li> </ul> </li> <li>○ <u>Word choice</u> <ul style="list-style-type: none"> <li>● Replace the term "reputable" with "licensed child care providers" (under Families section)</li> <li>● Replace "health care" with "health and wellness." "Health care" could be a charged term, and the site covers more than just health care</li> <li>● Change "classroom environment" to "learning environment"</li> </ul> </li> <li>○ <u>Consistency</u> <ul style="list-style-type: none"> <li>● Statements under Community are broad and high-level, whereas other sections list specifically what can be found in the section</li> <li>● Business resources</li> <li>● Links to state data</li> </ul> </li> </ul> </li> </ul>	
<p style="text-align: center;"><b>Closing</b></p>	<p><b><u>BUILD Conference Video</u></b>  From BUILD Conference Kelly and Sandra attended.  Video featured plenary speaker from the Fred Rogers Center, Dr. Junlei Li, recounting a Buddhist fable about a man pointing at the moon. The moon represented "quality", whereas the finger represented the tools we use to show quality. Many in child care admin focus on the finger/tools, not the moon.</p> <p>Dr. Li then shares video showing a child care provider reading junk mail to a distressed toddler on her first day of care. He used this video to show that quality does not grow by replication and reproduction (McDonalds/Burgers; It grows through "finding something new, inside something known" (innovation).</p> <p>Those working to support child care providers must become "helpful appreciators" as opposed to "helpful critics."</p>	<p><b>Kelly</b> will send the group the video link.</p>
<p><b>Next Meeting:</b>  Wednesday  12/20/17</p>	<p style="text-align: center;"><b>Agenda Items:</b></p>	<p><b>Facilitated by:</b> Kelly Meigs  <b>Minutes by:</b> Jevan Bremby</p>