

QUALITY START RIVERSIDE COUNTY MEMORANDUM OF UNDERSTANDING

[Execution Date] to June 30, 2023

Agency Name: _____

We are pleased that (Agency Name) (“Agency”) has chosen to participate in the Quality Start Riverside County (QSRC) Quality Rating and Improvement System (QRIS), developed by the Riverside County Children and Families Commission (“First 5 Riverside” or “F5R” and the Riverside County Office of Education (RCOE). The purpose of the QRIS is to design and implement a comprehensive quality rating system and to support defined elements of quality improvement in early childhood learning settings across Riverside County. Participating sites may choose to participate in the Quality Improvement System (QIS) or choose to have their site rated and tiered with the Quality Rating Improvement System (QRIS).

This Memorandum of Understanding (MOU) is entered into by and between First 5 Riverside and (Agency Name) and defines the terms of your Agency's participation in the project and will become an agreement once signed by First 5 Riverside and Agency representatives. The spirit of this MOU is one of partnership and cooperation. It sets forth responsibilities of each party to the MOU.

FAILURE TO MEET THE AGENCY RESPONSIBILITIES LISTED BELOW MAY RESULT IN SUSPENSION FROM ALL PROJECT ACTIVITIES.

The term of this MOU shall commence upon signature by both parties and will conclude upon written notification from either party.

FIRST 5 RIVERSIDE RESPONSIBILITIES:

- I. Project Components** – Comply with Quality Counts California local Consortia and partnerships grants.

Select one option for which your program will be participating in:

- A. Quality Rating and Improvement System (QRIS) ***For licensed sites that choose to be assessed and rated; and are seeking technical assistance to navigate through the Quality Start Riverside County system.**
 1. Provide a Quality Start Riverside County (QSRC) online orientation for the participating program director(s). The orientation will include background information, expectations of participation in the program, a detailed description of the different participation tracks available, and an overview of what QSRC offers for providers and for parents.
 2. Provide participating program with description of the Quality Rating and Improvement System (QRIS) track.
 3. Provide participating program with QSRC Participant Guidelines documents, which outlines the program requirements. <https://qualitystartrc.org/>
 4. Offer support and guidance to the participants in the rating process for each preschool site or family childcare home based upon the Quality Counts California (QCC) Rating Matrix.
 5. Offer support and guidance to the participants choosing to focus on quality improvement and professional development. This will include providing materials to assist eligible participants in quality improvement activities.

6. Launch introductory professional development trainings through the Consortium for Early Learning Services programs in meeting the requirements of the QCC Rating Matrix and professional development track.
7. Provide Certified Reliability/Trainer of Trainer opportunities to program staff including embedded coaches.
8. Provide technical assistance (TA) and coaching in areas specific to QRIS tracks that the program may need in order to improve program quality.
9. Schedule a Quality Improvement Plan (QIP) meeting with the director(s) of the participating program in which to thoroughly review the QRIS assessment results and establish an action plan to achieve the desired professional development and tier rating.
10. Quality supports are provided through individualized coaching support and communities of practice.
11. Ensure Classroom Assessment Scoring System (CLASS) and Environmental Rating Scales (ERS) assessments are conducted by reliable external assessors.
12. Schedule an appointment to gather program data to verify that QRIS tier requirements are met in order to establish a rating.
13. Establish program participant rating to be published. The Program’s quality rating and program information will be posted on a searchable directory accessible to parents and the community.
14. Distribute a QSRC signage to display at the program site in order to further acknowledge quality improvement efforts and level of quality.
15. Provide financial quality incentives to early learning centers and family childcare homes on tiers 4 and 5 to support maintenance or level increase of site quality. Incentives provided support continuous quality improvement, teacher retention strategies, and classroom and facility improvements.
16. Provide training and technical assistance in the use and implementation of the iPinwheel (Integrated Data Management System) to collect agency, site, session, staff, and child level data. This system will also collect the information that will be reported to the California Department of Education and First 5 California for Quality Counts California’s Common Data File.

B. **Quality Improvement System (QIS) *For Family, Friends, and Neighbors (FFN), licensed-exempt, and licensed sites that choose not to be assessed and rated and are seeking professional development and technical assistance opportunities that will increase quality within their early learning programs.**

1. Provide a Quality Start Riverside County (QSRC) online orientation for the participating program director(s). The orientation will include background information, expectations of participation in the program, a detailed description of the different participation tracks available, and an overview of what QSRC offers for providers and for parents.
2. Provide participating program with description of the Quality Improvement Systems (QIS) track.
3. Provide participating program with QSRC Participant Guidelines documents, which outlines the program requirements. <https://qualitystartrc.org/>
4. Offer support and guidance to the participants choosing to focus on quality improvement and professional development. This will include providing materials to assist eligible participants in quality improvement activities.

5. Launch introductory professional development trainings through the Riverside County Child Care Consortium to support programs in meeting the requirements of the QCC Matrix and professional development track.
6. Provide Certified Reliability/Trainer of Trainer opportunities to program staff including embedded coaches.
7. Provide technical assistance (TA) in areas specific to QIS tracks that the program may need in order to improve program quality.
8. Schedule a Quality Improvement Plan (QIP) meeting with the director(s) of the participating program in which to thoroughly review the QIS goals and objectives to establish an action plan to achieve the desired professional development.
9. Optional quality supports available through technical assistance and communities of practice.
10. Provide training and technical assistance in the use and implementation of the iPinwheel (Integrated Data Management System) to collect agency, site, session, staff, and child level data. This system will also collect the information that will be reported to the California Department of Education and First 5 California for Quality Counts California's Common Data File.

C. **Alternative Program *Community and home-based settings which are not childcare of preschool sites and provide early learning and school readiness services to parents and young children.**

1. Provide a Quality Start Riverside County (QSRC) online orientation for the participating program director(s). The orientation will include background information, expectations of participation in the program, a detailed description of the different participation tracks available, and an overview of what QSRC offers for providers and for parents.
2. Provide participating program with QSRC Participant Resource Guide documents, which outlines the program requirements. <https://qualitystartrc.org/>
3. Offer support and guidance to the participants choosing to focus on quality improvement and professional development. This will include providing materials to assist eligible participants in quality improvement activities.
4. Launch introductory professional development trainings through the Consortium for Early Learning Services to support professional development.
5. Provide Certified Reliability/Trainer of Trainer opportunities to program educational staff including embedded coaches.
6. To read and agree to the Terms and Conditions for use of the web-based data system, iPinwheel. Utilize iPinwheel for all required data collection activities and provide basic program, site, and child level data in iPinwheel as needed. Aggregated data that is collected will be reported to the California Department of Education and First 5 California for Quality Counts California's Common Data File.

II. Agency Autonomy: F5R/QSRC supports the right of the Agency to determine and administer its policies, programs, services, and budget, except those provisions voluntarily relinquished with the acceptance of this agreement.

III. Inclusiveness and Diversity: F5R/QSRC will fully comply with all applicable laws concerning unlawful discrimination. F5R will encourage all agencies, as a system, to be inclusive and serve individuals, regardless of their ethnicity and race, religion, ancestry, age, gender, sexual orientation, marital, health, or socio-economic status, physical or mental disability, or geographic location within Riverside County. F5R/QSRC agrees to provide resources and referrals for training and technical assistance regarding inclusive and culturally sensitive practices.

IV. Cross-Promotion:

- a. Privacy rules – F5R/QSRC will not release personal information regarding any agency or its employees.
- b. F5R/QSRC agrees to list Agency name on QSRC marketing materials including the website with the opportunity for a hyperlink to Agency’s site.
- c. Provide the program with a QSRC certificate of participation to display at the program site in order to further acknowledge program quality rating and improvement efforts.
- d. F5R/QSRC agrees to raise parent and community awareness of Agencies participating in Quality Start Riverside County through marketing and promotional materials.
- e. All correspondences to QSRC shall be addressed to:

First 5 Riverside – QSRC
 Attention: Charity Webb, Program Coordinator
 585 Technology Court
 Riverside, CA 92507
 Email: chwebb@rivco.org
 Phone: 951-955-0200

AGENCY RESPONSIBILITIES:

I. Project Components - Expectations and Requirements to participate in Quality Start Riverside County:

Initial acknowledgement of Agency Responsibility:

- A. Quality Rating and Improvement System ***For licensed sites that choose to be assessed and rated and are seeking technical assistance to navigate through the Quality Start Riverside County system.**
 - 1. Remain licensed and in good standing with no administrative action being taken or in the process of being taken. If a program receives notice of action mentioned above, they are required to inform F5R staff immediately. If a site’s license is changed to anything other than “in good standing” the QSRC rating and services to the site will be suspended pending corrective action. *Please Initial* _____
 - 2. Agency Director will complete a self-assessment and program portfolio. *Please Initial* _____
 - 3. Develop a Continuous Quality Improvement Plan (CQIP) and between ratings commit to engaging in an ongoing improvement process with technical assistance and coaching support. *Please Initial* _____
 - 4. To receive program quality rating as per the QCC Matrix and QCC Implementation Guide from the California Department of Education. Implementation Guide can be accessed here: <https://www.cde.ca.gov/sp/cd/rt/californiaqris.asp> *Please Initial* _____

5. Receive ratings by allowing program to receive external ERS and CLASS assessment as scheduled by F5R, as well as an additional document review and verification site visit.
Please Initial _____
 6. To provide program, site, session, staff, and child data in iPinwheel, as needed, to rate sites. Child-level data will be visible to the agency and First 5 Riverside inside iPinwheel; therefore, the implementation of the informed parent consent process will be necessary.
Please Initial _____
 7. To read and agree to the Terms and Conditions for use of the web-based data system, iPinwheel. Utilize iPinwheel for all required data collection activities (see attachment).
Please Initial _____
 8. Ensure that director and lead teacher attend professional development trainings in order to meet the QRIS Matrix requirements and improve the quality of the program.
Please Initial _____
 9. Directors and/or lead teachers will be available for necessary meetings (i.e., Director Orientation, CQIP meetings, document review and rating) and for ERS and CLASS assessments that are scheduled.
Please Initial _____
 10. Continually work towards improving program quality as defined by the QCC Matrix, in order to achieve desired tier rating and receive continued monitoring between rating intervals to ensure continued alignment to level of rating.
Please Initial _____
 11. Implement family engagement opportunities with the utilization of, but not limited to, Strengthening Families™ Five Protective Factors Framework, LENA Start, Home Visitation Programs and Family Resource Centers.
Please Initial _____
 12. Agency Director or designated representative agrees to attend QSRC meetings to remain abreast of program information.
Please Initial _____
 13. Support local and state campaigns for all quality improvement activities.
Please Initial _____
 14. Collaborate with various First 5 Riverside programs that support increasing quality in Riverside County to strengthen families. Examples of partnerships include home visitation programs, breast feeding coalition, Help Me Grow, Family Resource Centers, and Behavioral Health.
Please Initial _____
 15. Quality incentive funding is intended for the purpose of purchasing products and/or services that are reasonable and necessary to achieve the goals and objectives of the QSRC.
Please Initial _____
 16. To adhere to the QSRC Participant Guidelines – this outlines the program requirements.
Please Initial _____
- B. **Quality Improvement System *For Family, Friends, and Neighbors (FFN), licensed-exempt, and licensed sites that choose not to be assessed and rated and are seeking professional development and technical assistance opportunities that will increase quality within their early learning programs.**
1. If licensed, remain licensed and in good standing with no administrative action being taken or in the process of being taken. If a program receives notice of action mentioned above, they are required to inform F5R staff immediately. If a site’s license is changed to anything other than “in good standing” the QS-RC rating and services to the site will be suspended pending corrective action.
Please Initial _____

2. Develop a Continuous Quality Improvement Plan (CQIP) and commit to engaging in an ongoing improvement process with technical assistance. *Please Initial* _____
3. To provide program, site, session, staff, and child data in iPinwheel, as needed. Child-level data will be visible to the agency and First 5 Riverside inside iPinwheel; therefore, the implementation of the informed parent consent process will be necessary. *Please Initial* _____
4. To read and agree to the Terms and Conditions for use of the web-based data system, iPinwheel. Utilize iPinwheel for all required data collection activities (see attachment). *Please Initial* _____
5. Implement family engagement with the utilization of, but not limited to, Strengthening Families™ Five Protective Factors Framework, LENA Start, Home Visitation Programs, and Family Resource Centers. *Please Initial* _____
6. Support local and state campaigns for all quality improvement activities. *Please Initial* _____
7. Collaborate with various First 5 Riverside programs that support increasing quality in Riverside County to strengthen families. Examples of partnerships include home visitation programs, breast feeding coalition, Help Me Grow, Family Resource Centers, and Behavioral Health. *Please Initial* _____
8. To adhere to the QSRC Participant Guidelines – this outlines the program requirements. *Please Initial* _____

C. **Alternative Program*Community and home-based settings which are not childcare of preschool sites and provide early learning and school readiness services to parents and young children.**

1. Provide F5R with copies of the current program service objectives that focus on services to children and families, for justification to participate in QSRC. *Please Initial* _____
2. Continually work towards improving program quality by developing a Continuous Quality Improvement Plan (CQIP). *Please Initial* _____
3. Provide basic program, site, and child data in iPinwheel, as needed. Aggregated data will be visible to the agency and First 5 Riverside inside iPinwheel. *Please Initial* _____
4. To read and agree to the Terms and Conditions for use of the web-based data system, iPinwheel. Utilize iPinwheel for all required data collection activities and provide basic program, site, and child level data in iPinwheel as needed. *Please Initial* _____
5. Ensure that program director and staff attend professional development trainings to improve the quality of the program. *Please Initial* _____
6. Collaborate with First 5 Riverside to facilitate/coordinate certified, reliable, and evidence-based, trainings to support the Riverside County *Please Initial* _____
7. Program directors and/or lead teachers/staff will be available for necessary meetings (i.e., Director Orientation, CQIP meetings). *Please Initial* _____
8. A program’s participation will be posted on the searchable directory on the F5R and/or RCOE Resource and Referral website and updated annually. *Please Initial* _____
9. Implement family engagement with the utilization of, but not limited to, Strengthening Families™ Five Protective Factors Framework, LENA Start, Home Visitation Programs, and Family Resource Centers. *Please Initial* _____

10. Agency Director or designated representative agrees to attend QSRC meetings to remain abreast of program information. *Please Initial* _____
11. Support local and state campaigns for all quality improvement activities. *Please Initial* _____
12. Collaborate with various First 5 Riverside programs that support increasing quality in Riverside County to strengthen families. Examples of partnerships include home visitation programs, breast feeding coalition, Help Me Grow, Family Resource Centers, and Behavioral Health. *Please Initial* _____
13. Quality incentive funding is intended for the purpose of purchasing products and/or services that are reasonable and necessary to achieve the goals and objectives of the QSRC. *Please Initial* _____
14. To adhere to the QSRC Participant Guidelines – this outlines the program requirements. *Please Initial* _____

II. Inclusiveness and Diversity: Agency agrees to fully comply with and support all laws concerning non-discrimination. Nothing in this MOU shall be used to lessen the nonsectarian nature of the Agency. Similarly, nothing in this MOU shall be used to interfere with Agency's Board or Owner approved policies and staffing requirements.

III. Cross-Promotion:

1. Agency agrees to market, and support Quality Start Riverside County trainings by attending and providing information to others who may want to attend.
2. Agency will display QSRC emblem in a location visible to consumers inside or outside the Agency.
3. Agency agrees to assist F5R with QSRC media products, including press releases, marketing materials, photographs, hosting site visits, and any other information relevant to the program.

IV. Notification of Changes to F5R: Report any changes in program director and lead teacher to F5R staff, in writing, within 10 business days of said change. An amended MOU must be signed if there is a change in Agency Executive Director or Owner. All correspondence from agencies shall be addressed to:

First 5 Riverside – QSRC
Attention: Charity Webb, Program Coordinator
585 Technology Court
Riverside, CA 92507
Email: chwebb@rivco.org
Phone: 951-955-0200

Agency agrees to comply with all applicable provisions of federal, state and local laws, statutes, ordinances, rules, regulations, and permits that now or may in the future become applicable to Agency, Agency operations, equipment, and personnel engaged in the operations covered by this MOU or accruing out of the performance of such operations.

Agency acknowledges and agrees that F5R/RC-QRIS Consortia will retain sole copyright ownership of all educational curriculum and professional development materials developed for the QS-RC project.

In the interest of public health, F5R provides a tobacco-free environment. Smoking or the use of any tobacco products are prohibited in buildings and vehicles, and on any property owned, leased or contracted by First 5 Riverside, pursuant to Policy #05-45. Failure to abide with conditions of this policy could result in termination of this MOU.

First 5 Riverside agrees to defend, indemnify, and hold harmless Agency and its respective officers, employees, and agents from any claims, demands or liabilities of any kind or nature, including but not limited to personal injury and property damage, arising from or related to its negligence or willful misconduct as related to this MOU. Agency agrees to defend, indemnify, and hold harmless First 5 Riverside, the County of Riverside, and its Board of Supervisors, respective officers, employees, and agents from any claims, demands or liabilities of any kind or nature, including but not limited to personal injury and property damage, arising from or related to its negligence or willful misconduct as related to this MOU.

This MOU constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior agreements, whether written or oral, concerning the subject matter herein.

This MOU shall become effective upon execution by Agency and First 5 Riverside through June 30, 2023.

This MOU may be modified, in writing, by mutual consent of the parties.

This MOU may be terminated by either party without cause before the term expires by giving thirty (30) days written notice by either party.

This MOU is provided in duplicate. Return signed original and copy to:

Tammi Graham, Executive Director
c/o Lynn Stephens, Executive Assistant
First 5 Riverside – QSRC
585 Technology Court
Riverside, CA 92507
Email: lstephens@rccfc.org
Phone: 951-715-4500

[Signature page to follow.]

Upon countersignature by First 5 Riverside, a copy will be returned for Agency record.

AGREED:

(AGENCY) _____

Address: _____

Executive Director or Owner, if applicable (Signature)

Date

Printed Name of Person Signing

Child Care Center Director (Signature)

Date

Printed Name of Person Signing

Board Chair, if applicable (Signature)

Date

Printed Name of Person Signing

FIRST 5 RIVERSIDE

Tammi Graham, Executive Director (Signature)

Date