



State of Utah
Department of Workforce Services
CHILD CARE QUALITY SYSTEM (CCQS) TIMELINE
LICENSED FAMILY CHILD CARE PROGRAM

Documentation Period Begins: The 12-month documentation and annual training period begins 12 months prior to the last day of the program’s assigned observation month.

Program Documentation Period: _____ through _____

Programs may fill in an application submission month and the four consecutive months to create a personalized CCQS timeline.

Application Submission (Ex. April)	Initial Visit Month (Ex: May)	Observation Month (Ex: June)	Verification and Scoring Month (Ex: July)	Certified Quality Rating Month (Ex: August)
_____	_____	_____	_____	_____
<ul style="list-style-type: none"> • Eligible programs may apply for a certified quality rating. • Begin submitting family engagement documentation. • Continue to submit documentation for all other areas. 	<ul style="list-style-type: none"> • Receive an initial visit prior to observation(s). • Begin submitting family engagement documentation. • Continue to submit documentation for all areas. 	<ul style="list-style-type: none"> • Observation(s) are conducted and feedback is shared with programs. • All documentation must be submitted by the last day of the month. The documentation period ends. • Ensure roles of all staff are assigned and accurate in the Child Care Licensing Portal. • Ensure Primary Caregiver and Primary Business Administrator are assigned and accurate in the Care About Childcare website. 	<ul style="list-style-type: none"> • Verification of submitted documentation is completed. • CCQS scoring is completed. • Program receives notification of their score and certified quality rating. 	<ul style="list-style-type: none"> • Certified quality rating is official and posted publicly on the first day of the month. • Qualified programs will begin to receive Enhanced Subsidy Grant. • Program will be notified if they qualify for any CCQS additional payments. Qualified programs must apply to receive additional payments.

Certified Quality Rating Period: Certified quality ratings are current for 12 months starting the first day of the certified quality rating month.

Recertification Application Submission: In order to maintain a certified quality rating, a recertification application must be submitted during the fourth month prior to the certified quality rating expiration date.

For more information, go to <https://jobs.utah.gov/occ/policy.html>.

**CHILD CARE QUALITY SYSTEM (CCQS) DOCUMENTATION CHECKLIST
LICENSED FAMILY CHILD CARE PROGRAM**

Domain 1: Health and Safety

Health and Safety Program Certificates

- TOP Star Endorsement
- Healthier CACFP Award(s)
- Certified Nature Explore Outdoor Classroom
- Eco-Healthy Child Care Endorsement

Domain 2: Learning Environments and Relationships

Family Engagement Documentation

- Regular Family Conferences
- Child Assessments and Developmental Screenings
- Connecting Families to Service Agencies
- Activities for Families to Accommodate Schedules
- Regular Communication on Child
- Monthly Communication on Program Information
- Mechanism for Receiving Feedback from Parents
- Information on Transitions
- Supporting English Language Learners

Domain 3: Leadership and Professional Development

Education of Primary Caregiver Documentation

- Transcripts, Diplomas or Current Demonstrated Competency Credentials
- Certificates for Career Ladder Approved Training
- Review/Apply for Career Ladder Levels
- Review/Submit Documentation of Work History

Domain 4: Management and Administration

Degree, College Credits and Current Credentials

- Diploma and/or Transcript
- Transcript(s) including Finance, Business and/or Program Administration College Credits
- Aim4Excellence Director's Credential
- National Administrator's Credential

Career Ladder Approved Annual Training

- Certificates/Transcripts for Business or Leadership Courses

Domain 5: National Accreditation

National Accreditation Certificate

- National Association for Family Child Care (NAFCC)

Please note: All documentation must be uploaded and submitted to <https://careaboutchildcare.utah.gov> by the last day of documentation period to be considered for the certified quality rating. To be considered current, certificates and credentials must not expire before the end of the documentation period.

Equal Opportunity Employer/Program

Auxiliary aids (accommodations) and services are available upon request to individuals with disabilities by calling 801-526-9240. Individuals who are deaf, hard of hearing, or have speech impairments may call Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.