



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 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.*

*NOTE: The observation month is subject to change if the workload is at full capacity.*

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

**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:** 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>.*

*Please note: All documentation must be uploaded and submitted to <https://careaboutchildcare.utah.gov> by the last day of the 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*

# 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
- Developmental Screenings
- Connecting to Services
- Activities for Families
- Home Learning Activities
- Donation of Time/Resources
- Communication on Child
- Communication on Program
- Share Program Philosophy
- Visit before Enrollment
- Open Visitation Policy
- Discipline Policy
- Collaborate to Avoid Expulsion
- Grievance Procedures
- Supporting English Language Learners
- Breastfeeding Support Policy
- Information on Transitions
- Parent Handbook Review
- Parent Feedback

### Inclusion of Children with Special Needs Documentation

- All Means All certificate

## 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
- National Association for the Education of Young Children
- National Early Childhood Program Accreditation