



**Early Achievers Rating Appeal Form**

<b>Facility Name:</b>	<b>Early Achievers Contact Name:</b>
<b>Rating Release Date:</b>	<b>Date of Rating Appeal Request:</b>
<b>Current Early Achievers facility points:</b>	<b>Current Early Achievers Rating Level:</b>
<b>Proposed Early Achievers facility points</b> (proposed increase in points must result in an increase in Early Achievers Level):	<b>Proposed Early Achievers Rating Level</b> (must be different from current Level to be considered for appeal):
<b>Regional Coordinator Name:</b>	<b>Date(s) of contact with Regional Coordinator about rating concerns:</b>
<b>Reason for Rating Appeal</b> (Narrative):	

**Please include the following required documentation with your appeal:**

1. A list of all Quality Standard components under review and a description of how your facility met each component at the time of your on-site evaluation, which can be completed on the following page. If more space is needed, you may add a page in the format outlined below:

**Standard in Question:** This is the language of the specific standard component in question. The text should come from the Interactive Rating Readiness Tool.  
**Facility Statement:** This is a description of how your facility met the above standard during the on-site evaluation.

2. A copy of the completed University of Washington (UW) Post-Visit Survey. If the survey was used to pursue concerns about data collection visits, please include date(s) of communication with UW about survey and description of any follow-up action taken by UW.
3. Any supporting evidence or documentation referenced in your description





Please review attached FAQ for additional guidance about what information may *not* be appealed, and DCYF's process to review and resolve rating appeals. Note that All Early Achievers services including coaching and Quality Improvement Awards will be put on hold during the ratings appeals process.

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QRIS Primary Contact signature

**Please send this form and all supporting documentation to the QRIS Inbox: [gris@dcyf.wa.gov](mailto:gris@dcyf.wa.gov).**

**If you prefer, you may mail in the appeal form and supporting documentation. Appeals that are mailed must be sent as certified mail at the participant's expense to the following address:**

**Department of Children, Youth, and Families  
Attn: QRIS Support Services  
P.O. Box 40970  
Olympia, WA 98504-0970**

<p><b>Standard in Question:</b> Click here to enter text.</p> <p><b>Facility Statement:</b> Click here to enter text.</p>
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## Early Achievers Rating Appeal Frequently Asked Questions

### 1. Who is eligible to appeal a rating using the Early Achievers Rating Appeal process?

The Early Achievers Ratings appeals process applies to Early Achievers participants that have participated in on-site evaluation and received a facility rating. Facilities may pursue one rating appeal per Early Achievers rating cycle.

The Early Achievers Contact may pursue a rating appeal within 30 days of the rating release for:

- Concerns about technical errors in calculation of points
- Claim that facility practice at time of on-site evaluation should have earned at least one rating level higher (i.e., from Level 3 to Level 4) based on the Early Achievers Quality Standards

Appeals will only be considered in the case that successful appeal would result in a rating increase of at least one rating level.

### 2. How do I appeal my rating?

The facility Early Achievers Contact must first communicate any concerns with their Regional Coordinator, who will review the Early Achievers Quality Standards with the facility to help clarify how ratings are calculated in general based on the Quality Standards, which may prevent the need for rating appeal.

If the facility still has concerns, the Early Achievers Contact will complete the Early Achievers Rating Appeal form and attach detailed written information including:

- Description of why the facility practice at the time of evaluation should have earned at least one level higher based on Early Achievers Quality Standards components (e.g., from Level 3 to Level 4).
- Documentation and evidence of facility practice specific to each Quality Standard component under dispute.
- Date(s) of communication with regional coordinator.
- A copy of completed post-visit survey and, if applicable, date(s) of communication with UW and outcome of survey feedback. Participants may request a copy of their completed survey from their Community Liaison.

The Early Achievers Contact will submit completed Rating Appeal Form and supporting documentation to the DCYF QRIS Inbox ([gris@dcyf.wa.gov](mailto:gris@dcyf.wa.gov)) or by certified mail, at the participant's expense, to the following address:

Department of Children, Youth, and Families  
Attention: QRIS Support Services  
PO Box 40970, Olympia, WA 98504-0970

The Early Achievers Rating Appeal form must be **received** by DCYF no later than 5:00 p.m. Pacific Standard Time, of the 30th calendar day following the rating release. DCYF assumes no responsibility for delays caused by any mail delivery service.



**3. What if I have concerns about my on-site evaluation visit?**

The Early Achievers Contact must document all concerns about on-site evaluation visits in the University of Washington (UW) Post-Visit Survey which is provided to facilities via email after the final on-site visit. A paper copy can be requested from the CL. The survey must be completed and submitted online within three business days of receipt of survey. The UW evaluation team will consider concerns documented in the survey and contact the Early Achievers Contact directly to address concerns, which may or may not result in additional on-site data collection.

The rating appeal process is for concerns about your Early Achievers Rating Report and is not intended to address concerns about the data collection visit. A copy of the completed survey should be included as part of the *Early Achievers Rating Appeals form*, including details about any UW survey follow-up. You may request a copy of your completed survey from the UW CQEL main office.

**4. What if I have additional information that I want the UW evaluation team to consider?**

A rating appeal is not a re-rate, and will not consider any new evidence that was not present during the original rating. Facilities that wish to be re-rated in order to provide new evidence or demonstrate new practice should request a re-rating. Please contact your Regional Coordinator for more information about how to be re-rated.

**5. What if I appeal my rating, and the result is a new rating that is lower? Do I get to pick which one I want?**

No. If an appeal results in a re-rating, the re-rating will be the final rating.

**6. What type of information may not be included in a rating appeal?**

The following may not be appealed:

- Additional information gathered by facility *after* on-site evaluation visits.
- Components that facility marked “*opt out*” on the completed *Interactive Rating Readiness Tool* provided to their regional lead agency.
- Self-Assessment or CCQB scores were higher than official assessment scores.
- ERS and CLASS scores from past assessments were higher than Early Achievers evaluation scores.
- Date/time of on-site visits if visits occurred during timeframe provided by facility on their Request for On-Site Evaluation, including: facility hours/days of operation; two-month evaluation window requested by facility; facility-chosen block-out dates (four). Visits are rescheduled only in the case of facility emergency/natural disaster.
- Selection of classrooms for observations.
- Variability of time spent in classrooms.
- Typical staff not present during visit.
- Classroom or family home child care had new children, sick children, or an otherwise “non-typical” day, including disruptions to regular schedule.

- Occurrence of evaluation processes as outlined in the Participation Agreement and Operating Guidelines.
- Information was not ready for review by data collectors at time of on-site evaluation visits.
- Express concerns about evaluators, such as inappropriate or unprofessional behavior or perceived conflict of interest between data collectors and facility. These issues should be submitted in the post-visit survey, so that DCYF can address any issues before a rating is finalized.
- Professional Development and Training Quality Standard Area (Staff Qualifications). Concerns about staff education verification must be appealed using existing MERIT processes before on-site evaluation for rating.

**7. What happens while my rating is being appealed?**

During the rating appeals process, all Early Achievers services, including coaching and Quality Improvement Awards, will be put on hold. Your facility will become eligible for services after the rating appeals final decision.

**8. What is the process to resolve a rating appeal?**

The QRIS Administrator will review the facility Early Achievers Rating Appeal Form and may request additional documentation from the facility or partners, including the UW evaluation team and the facility's regional coordinator.

The QRIS Administrator will make an initial decision within 10 business days of receiving all necessary documents and information to make a decision. Written notification of the decision will be sent to the facility.

If Rating Appeal is granted:

- If it is determined that an error was made in calculation, the scores will be adjusted and the facility will be issued an updated Rating Report. The facility's participation status and/or rating will be updated on DCYF's Child Care Check and publicly referenced by Child Care Aware of Washington, when applicable.
- In the case that the appeal outcome requires a re-rating, DCYF will contact the UW evaluation team to initiate an on-site evaluation for re-rating. Please note: In the case of re-rating due to founded rating appeal, no new facility documentation or evidence that was not available during original on-site visits will be reviewed.

If appeal is denied:

- Facility will be notified in writing of decision including information about why the appeal was denied. Facility rating will remain valid for three years from the date rating was issued.

If the facility disagrees with the decision:

- The Early Achievers Contact must respond in writing either by email or certified mail within 10 business days from the date of the DCYF decision. Correspondence received by DCYF after 5:00 pm (PST) on the 10<sup>th</sup> business day after the appeal decision will not be considered. DCYF assumes no responsibility for delays caused by mail delivery service.



- The QRIS Administrator will summarize the facility appeal and the initial DCYF decision and submit it to the DCYF Director of Eligibility and Provider Supports for review within 10 business days.
- DCYF will notify the facility of the final decision in writing.

***Please note: In order to protect the integrity of the rating appeals process and ensure that all facility information is fully considered, all communication with the Department of Children, Youth, and Families regarding a specific facility rating appeal must be handled through the formal rating appeals process outlined above. DCYF will not consider any request that does not follow the above protocols and policies.***

