City and County of San Francisco
San Francisco Children and Families First Commission
1390 Market Street, Suite 318
San Francisco, CA 94102

Sixth Amendment

THIS AMENDMENT (this "Amendment") is made as of **December 22, 2016**, in San Francisco, California, by and between **WestEd** ("Contractor"), and the City and County of San Francisco, a municipal corporation ("City"), acting by and through its San Francisco Children and Families First Commission (dba First 5 San Francisco).

RECITALS

WHEREAS, City and Contractor have entered into the Agreement (as defined below);

To provide citywide quality rating and program improvement services to early care and education providers

and

WHEREAS, City and Contractor desire to modify the Agreement on the terms and conditions set forth herein to increase the contract amount and update standard contractual clauses;

NOW, THEREFORE, Contractor and the City agree as follows:

1. **Definitions.** The following definitions shall apply to this Amendment:

    1a.   Agreement. The term "Agreement" shall mean the Agreement dated **July 12, 2012** between Contractor and City, as amended by the:

First amendment,	dated **March 15, 2013,**
Second amendment,	dated **September 19, 2013,**
Third amendment,	dated **May 28, 2014,**
Fourth amendment,	dated **May 13, 2015,** and
Fifth amendment,	dated **September 7, 2016**

    1b.   Contract Monitoring Division. Effective July 28, 2012, with the exception of Sections 14B.9(D) and 14B.17(F), all of the duties and functions of the Human Rights Commission under Chapter 14B of the Administrative Code (LBE Ordinance) were transferred to the City Administrator, Contract Monitoring Division ("CMD"). Wherever "Human Rights Commission" or "HRC" appears in the Agreement in reference to Chapter 14B of the

Administrative Code or its implementing Rules and Regulations, it shall be construed to mean "Contract Monitoring Division" or "CMD" respectively.

    1c. **Other Terms.** Terms used and not defined in this Amendment shall have the meanings assigned to such terms in the Agreement.

2. **Modifications to the Agreement.** The Agreement is hereby modified as follows:

    2a. **Section 5.1.** Section **5.1 Maximum Amount of Grant Funds** of the Agreement currently reads as follows:

In no event shall the amount of Grant Funds disbursed hereunder for Quality Improvement Services exceed **FIVE MILLION TWO HUNDRED NINTY THOUSAND FIVE HUNDRED AND THIRTEEN** Dollars **($5,290,513.00)** in the period from **JULY 1, 2012** to **JUNE 30, 2017.**

In no event shall the amount of Grant Funds disbursed hereunder for Quality Rating Services exceed **FOUR MILLION SEVEN HUNDRED ONE THOUSAND SIX HUNDRED AND TWO** Dollars **($4,701,602.00)** in the period from **JULY 1, 2012** to **JUNE 30, 2017.**

The maximum amount of Grant Funds disbursed hereunder shall not exceed **NINE MILLION NINE-HUNDRED NINETY-TWO THOUSAND ONE HUNDRED FIFTEEN** Dollars **($9,992,115.00)** in the period from **JULY 1, 2012** to **JUNE 30, 2017.**

Such section is hereby amended in its entirety to read as follows:

In no event shall the amount of Grant Funds disbursed hereunder for Quality Improvement Services exceed **FIVE MILLION EIGHT HUNDRED FORTY-TWO THOUSAND SIX HUNDRED AND SIXTEEN** Dollars **($5,842,616)** in the period from **JULY 1, 2012** to **JUNE 30, 2017.**

In no event shall the amount of Grant Funds disbursed hereunder for Quality Rating Services exceed **FOUR MILLION NINE HUNDRED SEVENTY-FOUR THOUSAND AND FORTY-SIX** Dollars **($4,974,046)** in the period from **JULY 1, 2012** to **JUNE 30, 2017.**

In no event shall the amount of Contingent Funds disbursed hereunder exceed **SIXTY-FOUR THOUSAND THREE HUNDRED AND SIXTY-FOUR** Dollar **($64,364)** in the period from **JULY 1, 2016** to **JUNE 30, 2017, pending availability** of funding and **subject to authorization** by First 5 San Francisco and **certified** by the Commission of First 5 San Francisco and the Controller's Office.

The maximum amount of Grant Funds and Contingent Funds disbursed hereunder shall not exceed **TEN MILLION EIGHT HUNDRED EIGHTY-ONE THOUSAND AND TWENTY-SIX** Dollars **($10,881,026)** in the period from **JULY 1, 2012** to **JUNE 30, 2017.**

    2b. **Section Appendix B.** Section **Appendix B – Definition of Grant Plan** of the Agreement is hereby appended to include the following:

See attached updated 2016-17 scope of work and contract budget.

3. **Effective Date.** Each of the modifications set forth in Section 2 shall be effective on and after **the date of this Amendment.**

4. **Legal Effect.** Except as expressly modified by this Amendment, all of the terms and conditions of the Agreement shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, Contractor and City have executed this Amendment as of the date first referenced above.

CITY   **CONTRACTOR**

Recommended by: **WestEd**

_____   _____
Ingrid Mezquita   **Michael Neuenfeldt**
Executive Director   Director of Finance and Contracts
First 5 San Francisco

                                                    City vendor number: **90618**

Approved as to Form:

Dennis J. Herrera
City Attorney

By:

_____
      Kathleen Murphy
      Deputy City Attorney

WestEd, Center for Child & Family Studies
Quality Rating and Improvement System Contract

Improvement Component

Category	2012-13 Actuals	2013-14 Actuals	2014-15 Actuals	2015-16 Actuals	2016-17 Budget	2016-17 Augmentation	2016-17 Contingency*	5-Year Total
Personnel	$295,556	$370,801	$460,244	$464,757	$344,440	$229,626	$14,352	**$2,179,776**
Fringe Benefits	$99,524	$119,179	$138,989	$147,727	$112,360	$74,899	$4,681	**$697,359**
Professional Services	$28,626	$28,310	$100,656	$45,359	$36,000	$24,000	$1,500	**$264,450**
Subcontracts	$174,600	$9,975	$0	$6,000	$6,000	$0	$150	**$196,725**
Program Materials	$76,492	$137,762	$90,498	$77,554	$61,778	$41,188	$2,574	**$487,846**
Other Program Expenses	$195,092	$221,105	$306,442	$332,436	$214,372	$116,583	$8,274	**$1,394,305**
Administrative Costs	$93,624	$110,943	$132,616	$150,647	$100,050	$65,807	$4,146	**$657,833**
Total Expenditures	**$963,514**	**$998,076**	**$1,229,444**	**$1,224,479**	**$875,000**	**$552,103**	**$35,678**	**$5,878,294**

Rating Component

Category	2012-13 Actuals	2013-14 Actuals	2014-15 Actuals	2015-16 Actuals	2016-17 Budget	2016-17 Augmentation	2016-17 Contingency*	5-Year Total
Personnel	$297,317	$137,337	$88,493	$153,687	$126,023	$71,647	$4,942	**$879,445**
Fringe Benefits	$102,913	$45,725	$30,893	$55,915	$45,851	$18,825	$1,617	**$301,739**
Professional Services	$10,327	$0	$0	$35,245	$28,901	$2,599	$788	**$77,860**
Subcontracts	$0	$0	$0	$0	$0	$0	$0	**$0**
Program Materials	$23,385	$12,839	$11,987	$9,164	$7,514	$2,486	$250	**$67,625**
Other Program Expenses	$220,221	$794,724	$792,355	$755,455	$619,473	$164,693	$19,604	**$3,366,525**
Administrative Costs	$102,442	$55,302	$36,266	$54,610	$47,238	$12,194	$1,486	**$309,538**
Total Expenditures	**$756,604**	**$1,045,927**	**$959,995**	**$1,064,077**	**$875,000**	**$272,444**	**$28,686**	**$5,002,733**

Combined Improvement & Rating

Category	2012-13 Actuals	2013-14 Actuals	2014-15 Actuals	2015-16 Actuals	2016-17 Budget	2016-17 Augmentation	2016-17 Contingency*	5-Year Total
Personnel	$592,873	$508,138	$548,737	$618,443	$470,463	$301,273	$19,293	**$3,059,220**
Fringe Benefits	$202,437	$164,903	$169,883	$203,642	$158,211	$93,724	$6,298	**$999,099**
Professional Services	$38,952	$28,310	$100,656	$80,604	$64,901	$26,599	$2,288	**$342,309**
Subcontracts	$174,600	$9,975	$0	$6,000	$6,000	$0	$150	**$196,725**
Program Materials	$99,877	$150,602	$102,485	$86,718	$69,292	$43,674	$2,824	**$555,472**
Other Program Expenses	$415,313	$1,015,830	$1,098,796	$1,087,891	$833,845	$281,276	$27,878	**$4,760,830**
Administrative Costs	$196,066	$166,245	$168,882	$205,257	$147,288	$78,001	$5,632	**$967,371**
Total Expenditures	**$1,720,118**	**$2,044,003**	**$2,189,438**	**$2,288,556**	**$1,750,000**	**$824,547**	**$64,364**	**$10,881,026**

* Contingency is 2.5% of the total 2016-17 budget and augmentation and will not be released unless funds are available and approved.

Agency: WestEd, Center for Child and Family Studies	Grant Year: 2016-2017
Project/Initiative: QRIS - Quality Rating and Improvement Services	

Project Description and Goals

A growing body of research confirms that high quality early learning programs help improve children's readiness for school and success in life, leading to higher test scores, better school attendance, reduced grade retention, higher rates of school completion, greater likelihood of attending college, and higher lifetime earnings (Reynolds et al, 2007; Karoly & Bigelow, 2005; Ramey et al, 2000). Quality early learning programs that use research-based, developmentally appro-priate practices achieve positive results. Poor-quality programs exacerbate and perpetuate the school readiness gap, and may be unsafe, unhealthy, and cause harm to our youngest children (National Institute of Child Health and Human Development, 2002; Shonkoff & Phillips, 2000).

In recognition of the need to build access to high quality early care and education options to families, First 5 San Francisco, the Office of Early Care and Education, San Francisco Unified School District, its partner city and county departments, and private funders continue to build the infrastructure to insure high quality early care and education programs for young children and their families.

A quality rating and improvement system (QRIS) is a systemic approach to assess, improve, and communicate the level of quality in early education and care programs. It is based upon early childhood research identifying the quality standards that are critical to positive child development outcomes. QRIS's objective ratings will assist families to identify quality programs, guide providers in continuous program improvements, inform the delivery of technical assistance to early childhood educators; and provide policymakers needed information to hold programs accountable and to invest in effective quality improvement efforts.

The overarching goals of the Quality Rating and Improvement System are to:
- Ensure that all children, with priority to those who can have greatest benefit, have access to quality programs
- Ensure that public dollars are being used efficiently to support and encourage high- quality programs
- Determine the availability of quality early childhood education in San Francisco
- Create the necessary infrastructure for the measurement of performance to inform program improvement and professional development efforts, thereby supporting programs meet and maintain the quality standards.
- Develop a culture of ongoing program improvement in the early care and education community where providers are motivated and supported to improve the quality of their programs.

6/1/2016

The Quality Improvement Services contractor WestEd, Center for Child and Family Studies (WestEd CCFS), under the program name SF Quality Connections is responsible for the provision of citywide *assessment, technical assistance, coaching* and training services for approximately 490 early care and education providers in the city, with initial priority for services given to low performing, publicly-funded early care and education programs serving low income or children with special needs. This group includes programs operated by Headstart, San Francisco Unified School District, California State Preschool Programs (CSPP), California State General Childcare Programs and San Francisco Family Child Care Quality Network.

Assessment is defined as an external review that is conducted with reliability and which provides data specific information on structural and relational elements of program quality. Training is defined as the process of teaching a required skill or knowledge. *On-site technical assistance* is defined as an intentional process that uses various strategies over time to improve the quality of a child care program or an individual provider's practices through visits to the program. *Coaching* is defined as a relationship-based process led by an expert with specialized and adult learning knowledge and skills, who often serves in a different professional role than the recipient. Coaching is designed to build the capacity for specific professional dispositions, skills, and behaviors, and is focused on goal-setting and achievement for an individual or group. (Early Childhood Education Professional Development: Training and Technical Assistance Glossary developed by the National Association for the Education of Young Children and the National Association of Child Care Resource and Referral)

In addition to supporting eligible programs participating in city-funded programs to meet quality standards, SF Quality Connections will be responsible for the facilitation of SF Quality Partner meetings which works to streamline and coordinate multidisciplinary support services to early childhood programs. Leadership of SF Quality Connections will be actively engaged at the SF QRIS Consortia Advisory body.

Scope of Work
WestEd CCFS, through the SF Quality Connections Program will provide quality improvement services needed to measure and enhance the capacity to SF Early Learning Scholarship providers to raise levels of program quality and to participate in a QRIS. In 2016-17, the SF Quality Connections Program will provide the following services:

- Maintain a pool (staff and/or consultants) of qualified, multilingual technical assistance specialists that offer customized onsite technical assistance, coaching and/or training for centers and family child care (FCC) programs that will increase program quality required for participation in city-funded programs and to support participating programs to engage in continuous quality improvement which results in higher quality ratings and child readiness.
- Coordinate the provision of training in three languages (Spanish, English, Chinese) related to QRIS hybrid matrix and professional pathways related tools, including but not limited to Desired Results Developmental Profile (DRDP), CLASS, Environmental Rating Scales, Program for Infant Toddler Care (PITC), CSEFEL CA Teaching Pyramid (Center for Socio-Emotional Foundations in Early Learning), CA

Infant/Toddler Early Learning Foundations and Frameworks, CA Preschool Early Learning Foundations and Frameworks.

- Provide onsite program improvement services to sites identified most in need of assistance to improve the city's ECE settings for infant/toddler, preschool-aged children and family child care homes; and support providers' capacity to meet program quality assurances as measured by tools of the QRIS.
- Provide capacity building professional development to the SF Coaching and Training community.
- Schedule and conduct external reviews for early care and education programs which receive or seek to receive public funding in the City of San Francisco. Program. Baseline assessments are projected to be 363 classrooms will be assessed with the Environmental Rating Scales (ERS) and 271 classrooms will be assessed with the Classroom Assessment Scoring System (CLASS). Review process will incorporate translated assessment reports (Chinese, Spanish) as appropriate for providers.
- Enter assessment data into the Wels Program Quality Improvement Data Management System.
- Maintain a pool (staff and/or consultants) of qualified, multilingual assessors who will conduct assessments in alignment with State of California Anchoring Guidelines and CA Impact Hub 4 implementation protocols for reliability and assessment.
- Develop web-based or onsite training to support meaningful use of quality improvement assessment instruments identified by SF-QRIS to new and existing providers, technical assistance specialists and consultants.
- Participate in SF-QRIS Consortia and Quality Partner Meetings.

First 5 San Francisco Performance Measures Form 2016-17

Agency/Program Name: WestEd QRIS - Improvement

Service: Provide on-site program improvement services to programs to support progress upward on the QRIS Matrix.							CMS Activity Set-up
Performance Measures	**Q1**	**Q2**	**Q3**	**Q4**	**Annual**	**Reporting Instructions**	**Data Source**
Number of FCC providers/programs receiving targeted coaching.	3	3	3	1	10	Report the unduplicated number of FCC providers/classrooms receiving targeted coaching.	Established Data System
Number of instructional and individual coaching hours provided to FCC/Classrooms on-site.	200	200	200	200	800	Report on the total number of hours provided on-site and in training cohorts.	Established Data System
Number of FCC providers/programs participating in cohort instructional coaching to support quality.	0	15	15	15	45	Report the total number of providers in cohort instructional coaching	Established Data System
Number of providers demonstrating improved quality as measured through assessment.	0	0	0	45	45	Number of providers demonstrating improved quality as measured through assessment.	Established Data System

Service: Provide training on assessment tools (ERS and CLASS) and assessment process to FCC and center-based providers, and TA providers and mentors.							CMS Activity Set-up
Performance Measures	**Q1**	**Q2**	**Q3**	**Q4**	**Annual**	**Reporting Instructions**	**Data Source**
Number of ERS training sessions in multiple languages on ERS.	2	2	2	2	8	Report the number of trainings. Report quantitative information in comment section about efficacy of training sessions. (FCCERS, ITERS -ECERS) Note: Trainings will involve the joint efforts of QIS and QRS.	Established Data System
Number of FCC providers served through ERS training.	15	15	15	15	60	Report the number of center-based Preschool and infant/toddler teachers who participate in training.	Established Data System
Number of center-based providers served through ERS training.	20	20	20	20	80	Report the number of center-based providers served through ERS training.	
Number of CLASS trainings -Infant, Toddler, Pre-K, citywide.	2	2	2	2	8	Report the number of trainings. (1 in each language)	Established Data System
Number of center-based providers served through CLASS training.	30	30	30	30	120	Report the number of center-based providers who participate in training. (unduplicated)	Established Data System
Number of FCC providers served through CLASS training.	20	20	20	20	80	Report the number of FCC providers who participate in training. (unduplicated)	Established Data System

Agency/Program Name: **WestEd QRIS - Improvement**

Service: Provide access to additional TA resources (PITC DRDP, CSEFEL, Learning Foundations and Framework) used in SFQRIS for ECE TA specialists, FCC and center-based providers.							CMS Activity Set-up
	Q1	Q2	Q3	Q4	Annual	Reporting Instructions	Data Source
Provide training including I/T Foundations and Framework.	0	1	1	1	3	One event/series in each language. (Language determined based on need English, Spanish, Chinese)	
Provide follow-up coaching for participants attending training to support implementation of concepts.	0	60	60	60	180	Report number of hours of coaching.	
Number of FCC providers participating in I/T Foundations and Framework training.	0	10	10	10	30	Report the number of FCC providers participating in training/coaching cohort.	
Number of center-based providers participating in I/T Foundations and Framework training.	0	5	5	5	15	Report the number of center-based providers participating in training/coaching cohort.	
Provide cohort training including Pre-K Foundations and Framework.	0	0	1	1	1	Provide 1 events/series. (Language determined based on need English, or Spanish)	
Provide coaching on Pre-K Foundations and Framework.	0	0	40	80	120	Report number of hours of coaching.	
Number of FCC Providers participating in Pre-K Foundations and Framework.	0	0	5	5	10	Report the number of FCC providers participating in training/coaching cohort.	
Number of center-based providers participating in Pre-K Foundations and Framework Training.	0	0	10	10	20	Report the number of center-based providers participating in training/coaching cohort.	
Provide DRDP Training.	1	2	2	1	6	One event/series in each language. (Language determined based on need English, Spanish, Chinese)	
Provide DRDP follow-up technical assistance.	0	120	120	120	360	Report the number of coaching hours.	
Number of FCC providers participating in DRDP Training.	5	15	15	10	45	Report the number of FCC providers attending and participating in DRDP training.	
Number of center-based providers participating in DRDP Training.	30	30	30	20	110	Report the number of center-based providers attending DRDP training.	
Number of PITC training hours provided to FCC providers.	20	20	30	30	100	Enter total number of hours of training. This is leveraged funds from PITC state contract. This is leveraged funds from the PITC state contract.	PITC Data system
Number of FCC Providers participating in PITC training.	10	0	0	0	10	Enter unduplicated number of FCC providers. These providers are using leveraged funds. (unduplicated)	PITC Data system
Number of PITC training hours provided to Center-based programs.	20	20	15	17	72	Enter total number of hours of training. This is leveraged funds from PITC state contract.	PITC Data system
Number of Center-based providers participating in PITC Training.	9	0	0	0	9	Enter unduplicated number of center-based providers. These are centers using leveraged funds. (unduplicated)	PITC Data system
Service: Participation in SF-QRIS development meetings and SF-QRIS stakeholder meetings.							CMS Activity Set-up

First 5 San Francisco Performance Measures Form 2016-17

Agency/Program Name: WestEd QRIS - Improvement

	Q1	Q2	Q3	Q4	Annual	Reporting Instructions	Data Source
Number of SF-QIS stakeholder meetings attended.	1	1	1	1	4	Report on number of SF-QIS Stakeholder Meetings attended specifically CPAC, present as appropriate.	Meeting sign-in
Number of Quality Partner Meetings.	2	3	3	3	11	Report on the number of Quality Partner meetings facilitated.	Sign-in sheets, agendas
Number of SF QRIS Consortia Meetings.	2	3	3	3	11	Report on the number of SFQRIS Consortia meetings facilitated.	Sign-in sheets, agendas
Deliver QIS Needs Assessment Repot to funders and make a presentation to stakeholders.	0	0	0	1	1	Mark a "1" in the quarter that materials are developed and distributed.	Completed Report

Service: Continued implementation of a plan to guide Quality Connections outreach and information dissemination about activities and services.							CMS Activity Set-up
	Q1	Q2	Q3	Q4	Annual	Reporting Instructions	Data Source
Number of quarterly updates to print and electronic media which include fee for service information.	1	1	1	1	4	Report on number of quarterly updates to print and electronic media. *Note: this will involve the joint efforts of QIS and QRS.*	Print and electronic media materials
Develop online training options for the provider community.	0	2	1	1	4	Report on the number online training options developed and made available. Note: this will involve the joint efforts of QIS and QRS.	Availability of Training on the SFQC Website

Service: PITC Training for infant/toddler teachers and/or family child care providers.							CMS Activity Set-up
	Q1	Q2	Q3	Q4	Annual	Reporting Instructions	Data Source
Number of PITC cohorts served.	0	3	0	0	3	Enter number of PITC cohorts receiving the three unit PITC course and coaching services.	PITC Database/ Profiles
Number of FCC providers served.	0	15	0	0	15	Enter number of family child care providers participating in the cohorts.	PITC Database
Number of center-based providers served.	0	30	0	0	30	Enter number of center-based providers participating in the cohorts	PITC Database
Number of training hours provided.	0	48	60	60	168	Enter number of training hours provided.	Sign-in sheets/PITC Database

	Q1	Q2	Q3	Q4	Annual	Reporting Instructions	Data Source
Number of coaching hours provided in coordination with site leadership teams.	0	0	54	54	**108**	Enter number of onsite coaching/follow-up hours provided to center-based/family child care providers.	Sign-in sheets/PITC Database
Number of providers receiving academic credit.	0	0	45	0	**45**	Enter number of participants who are recipients of resource sharing.	Expense Logs

Service: Provide PITC Coaching to identified center-based classrooms.							CMS Activity Set-up
	Q1	**Q2**	**Q3**	**Q4**	**Annual**	**Reporting Instructions**	**Data Source**
Number of IT Classrooms served.	18	4	0	0	**22**	Enter number of classrooms receiving coaching services from SFQC QIS.	Roster
Number of infant/toddler teachers served.	50	15	0	0	**65**	Enter number of IT teachers served through onsite coaching.	Roster
Number of coaching hours provided.	300	450	450	450	**1650**	Enter number of coaching hours provided.	Coaching logs
Facilitate an Infant/Toddler Leadership strand.	1	2	2	1	**6**	Enter the number of meetings.	Established Date System
Number of directors/leaders served through the I/T Leadership strand.	15	0	0	0	**15**	Enter the number leaders attending the meetings.	Established Data System
Number of I/T classrooms receiving tangible resources?	0	11	11	0	**22**	Enter number of classrooms who are recipients of reosurce sharing.	Coaching expense logs

Service: Capacity Building and Professional Development for TA Specialists.							CMS Activity Set-up
	Q1	**Q2**	**Q3**	**Q4**	**Annual**	**Reporting Instructions**	**Data Source**
Support in-service professional development days for I/T TA Providers.	1	0	0	0	**1**	Report the number of professional development events facilitated by SFQC QIS.	Registration and Sign-in Sheets
Number of TA Providers attending in-service days.	40	0	0	0	40	Report the number of TA providers attending professional development events.	Registration and Sign-in Sheets

Agency/Program Name: **WestEd QRIS - Improvement**

CLASS Observer Training.	1	1	1	0	**3**	Report the number of CLASS Observer Trainings (1 Infant, 1 Toddler, 1 Pre-K)	Established Data System
Number of TA providers attending CLASS Observer training.	17	17	17	0	**51**	Report the number of participants attending the CLASS Observer training.	Established Data System
Facilitate a DRDP coaching cohort for TA Providers.	1	0	0	0	1	Report the number of TA provider cohorts focused on DRDP training and TA support.	registration and Sign-in Sheets
Number of TA providers participating in a DRDP coaching cohort.	10	0	0	0	10	Report the number of TA providers participating in a DRDP focused cohort to build capacity of TA providers.	Sign-in Sheets
Facilitate the CPIN certification process for the Pre-K Foundations and Framework - Volume's I-III.	6	0	0	0	6	Begin enrollment in training series in August 2016.	Certification
Facilitate the PITC certification process for 4 infant/toddler program leaders in San Francisco.	0	0	4	0	4	Report the number of designated applicants attending the PITC Trainer Institutes.	
Co-coordinate SF Coaching Collaborative meetings and activities.	2	3	3	3	11	Report the number of coaching collaborative meetings.	Sign-in Sheets
Number of QIS Coaches attending SF Coaching Collaborative meetings.	4	4	4	4	16	Report the number of QIS coaches that attended the SF Coaching Collaborative meetings (Unduplicated count per session).	Sign-in Sheets
QIS will host one Critical Friends group.	2	2	2	2	8	Report number of Critical Friends meetings.	Sign-in Sheets
Number of QIS coaches attending Critical Friends group.	6	6	6	6	24	Report the number of QIS coaches that attended Critical Friends group meetings.	Sign-in Sheets
Number of QIS Coach meetings.	1	1	1	1	4	Report the number of QIS Coaches meetings.	Sign-in Sheets
Number of QIS Coaches attending QIS Coach meetings.	8	8	8	8	32	Report the number of QIS coaches that attended QIS Coach Meetings. (Unduplicated count per session)	Sign-in Sheets

First 5 San Francisco Performance Measures Form 2016-2017

Agency/Program Name: WestEd QRS

Service: Conduct program quality reviews with reliability for eligible and private pay programs during 2016-2017 fiscal year							CMS Activity Set-up
Performance Measures	Q1	Q2	Q3	Q4	Annual	Reporting Instructions	Data Source
Number of ERS assessments are completed	80	80	100	103	363	Enter number of ERS assessments completed each quarter.	Database and tracking file
Number of CLASS assessments are completed	30	30	110	101	271	Enter number of CLASS assessments completed each quarter.	
Number of satisfaction survey responses rating the assessment process as "satisfactory"	0	0	0	405	405	Target of 405 generated from the likelihood of receiving 507 surveys and anticipated 80% high satisfaction rate (507 x .8=405). In quarter four, report the actual number of surveys received with high satisfaction marked on question of overall satisfaction. Include in the comments section the actual total number of surveys received (i.e. sample size).	Survey /database
Number of assessments conducted in a linguistically appropriate way	0	0	0	602	602	Target of 602 generated from the likelihood of completing 634 assessments and an anticipated 95% completed in preferred language (634 x.95=). In quarter four, report the actual number of assessments completed in preferred language. Include in the comments section the actual total number of assessments (i.e. sample size).	Survey /database
Number of ERS assessments completed for fee-for-service	0		1	1	2	Enter number of fee-for-service ERS assessment completed each quarter.	Tracking file

Service: Provide information about assessment instruments and assessment process to the provider community							CMS Activity Set-up
Performance Measures	Q1	Q2	Q3	Q4	Annual	Reporting Instructions	Data Source
Develop online training options for provider community	1	3	0	0	4	Report completion of training options	Sign in sheets
Number of information/ training sessions to TA provider community and webinars with TA providers	1	1	1	1	4	Enter number of training and webinars delivered to TA community.	
Number of Information/working sessions with community providers about CLASS results	1	1	1	1	4	Enter number of information/ working sessions delivered to TA community.	
Number of child care providers participating in information/working sessions about CLASS	15	15	15	15	60	Report the unduplicated number of child care providers who attend sessions. Report quantitative information in comment section about efficacy of training sessions.	

Agency/Program Name: WestEd QRS

Service: Participation in and/or convening of QRIS Development Meetings and SF-QRIS stakeholder meetings							CMS Activity Set-up
	Q1	Q2	Q3	Q4	Annual	Reporting Instructions	Data Source
Number of SF-QRIS Development Meetings attended (including both local and regional)	1	1			2	Enter number of meetings attended.	
Number of SF-QRIS Stakeholder Meetings attended and/or convened	2	2	2	2	6	Enter number of meeting convened and/or attended.	
Number of Statewide-QRIS Stakeholder and statewide workgroup meetings attended	1	1	1	1	4	Enter number of meeting convened and/or attended.	
Deliver bi-annual report to funders and present findings stakeholder groups		1		1	2	Report interim scores for center-based and family child care programs city-wide. End of year report to include by scores by funding source.	

Service: Convene Rating Advisory Group meetings							CMS Activity Set-up
	Q1	Q2	Q3	Q4	Annual	Reporting Instructions	Data Source
Number of Rating Advisory Group meetings held		1		1	2	Enter the number of meetings held. Describe key activities in comment section.	
Number of grievance procedure (results review requests) submitted by child care provider					32	Expectation for no more than 32 results review requests submitted annually is based on 5% (656 x .05) of assessments where providers disagree with review.	