

# ALL STARS USER GUIDE



*User Guide for  
Kentucky All STARS  
Provider Portal  
users*

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## 1.0 Introduction

Kentucky All STARS is Kentucky's expanded five-star quality rating and improvement system for early care and education programs. The system serves all early care and education programs that receive public funding including child-care centers, Head Start and public preschool.

Kentucky All STARS is based on Kentucky's Early Childhood Standards and research-based indicators of quality. It recognizes programs that have made a commitment to continuous quality improvement.

## 2.0 Access to All STARS from the Provider Portal

Provider Portal users must have a citizen account and permissions for their role granted in the Kentucky Online Gateway (KOG). Users must also be assigned to a licensed or certified provider(s) by the Division of Child Care (DCC) in order to access the Provider Portal.

Instructions for obtaining a citizen KOG account and assignment to a licensed or certified provider(s) can be found at <https://chfs.ky.gov/agencies/dccs/dcc/Pages/kiccsportal.aspx>.

DIVISION OF CHILD CARE

### KICCS Provider Portal Launch Site

#### What It Is

The [KICCS Provider Portal](#) is used by child care providers to submit billing and view documents for the Child Care Assistance Program, complete Plans of Correction for Division of Regulated Child Care and submit documentation and receive correspondence for the All STARS program.

Contact the [KICCS HelpDesk](#) for help creating an account, navigation assistance or system issues related to the Provider Portal.




Local (Frankfort): (502) 564-0104, Option 5

Toll-free: (866) 231-0003, Option 6

#### Portal Access

[KICCS Provider Portal](#)

#### Become a KICCS Portal User


- Review the [KICCS Portal User Guide](#)  for instructions to create a KY Online Gateway citizen account
- Child care providers print and follow the instructions on the [Provider Portal User Agreement](#) 
- University of Kentucky STARS staff (QEI) print and follow the instructions on the [QEI User Agreement](#) 



Once an account has been obtained and a provider(s) assigned by DCC, bookmark <https://chfs.ky.gov/agencies/dccs/dcc/Pages/kiccsportal.aspx> for future access to the Provider Portal. To access the Provider Portal from this page, click on the “KICCS Provider Portal” link as shown below.

## KICCS Provider Portal Launch Site

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Sign in with email address and password.

 **Citizen (or) Business Partner Gateway**  
**Log In**

Login with your Kentucky Online Gateway Account.

 **Email Address**

 **Password**

[Forgot/Reset Password?](#)

Log In

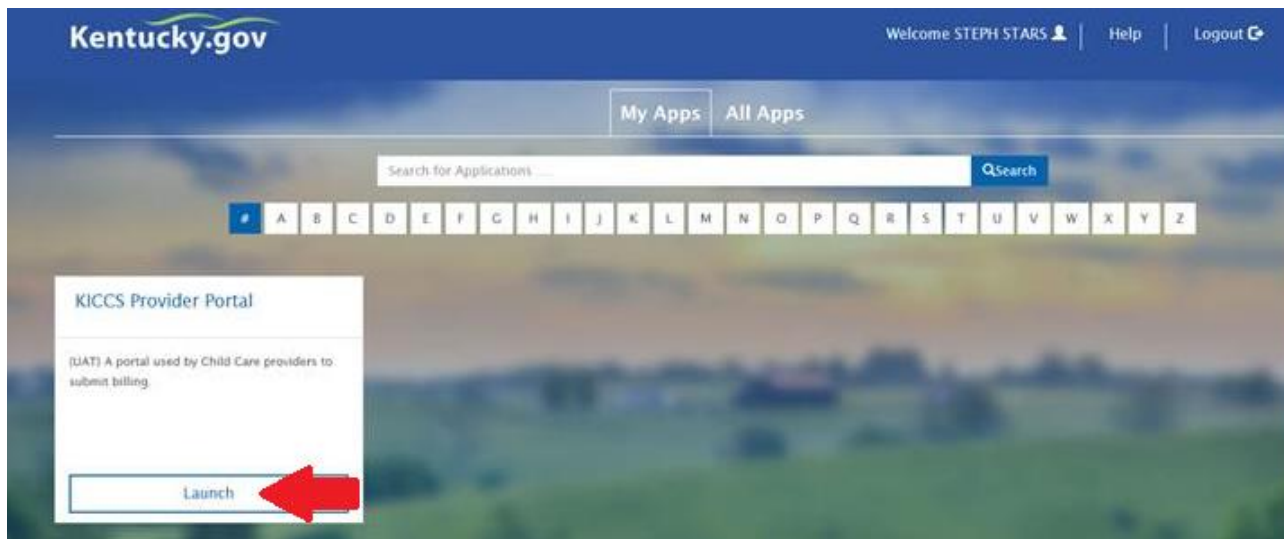
[Resend Account Verification Email](#)

#### WARNING

This website is the property of the Commonwealth of Kentucky. This is to notify you that you are only authorized to use this site, or any information accessed through this site, for its intended purpose. Unauthorized access or disclosure of personal and confidential information may be punishable by fines under state and federal law. Unauthorized access to this website or access in excess of your authorization may also be criminally punishable. The Commonwealth of Kentucky follows applicable federal and state guidelines to protect the information from misuse or unauthorized access.

**Don't already have a Kentucky Online Gateway Citizen Account?**

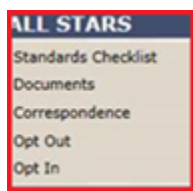
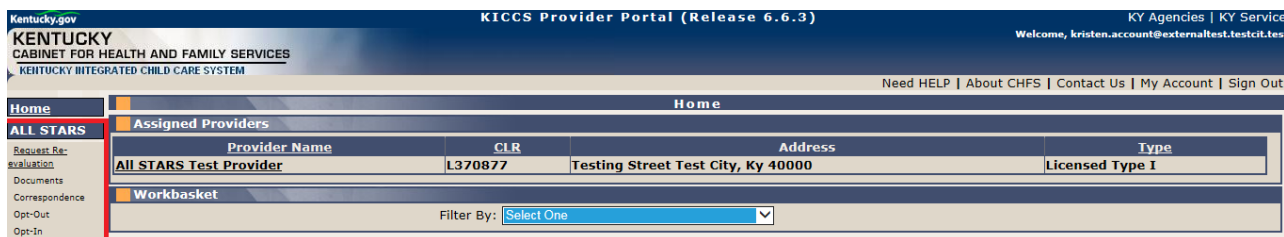
Then launch the KICCS Provider Portal application from the “My Apps” tab.



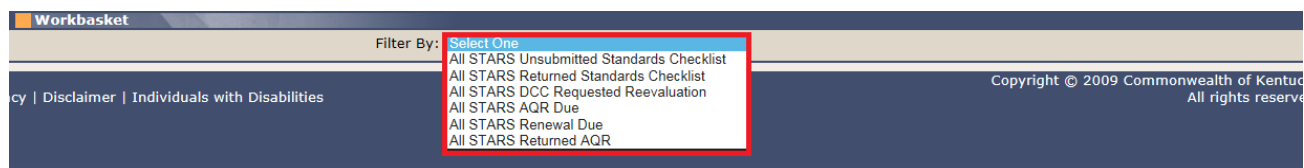
### 3.0 Provider Portal – Home Page

The “Home” page for the Provider Portal contains a list of providers to which the logged in user has been assigned, a workbasket section to organize pending tasks, and a left menu bar to navigate to other pages on the Provider Portal. The left navigation bar displays the pages the user can access.

To navigate to the Standards Checklist page to request a reevaluation, view correspondence, view uploaded documents, complete an Opt-In request, or complete an Opt-Out request, select a provider name from the list and then click on the corresponding option in the left navigation bar under the “All STARS” tab.



To display the items that need attention in the workbaskets, select the desired workbookset in the “Filter By” dropdown list. The workbookset will display a list of items (if any exist) that need attention.



The screenshot shows a web interface with a header bar labeled "Workbasket". Below the header, there is a "Filter By:" dropdown menu. The dropdown menu is open, showing a list of options: "Select One", "All STARS Unsubmitted Standards Checklist", "All STARS Returned Standards Checklist", "All STARS DCC Requested Reevaluation", "All STARS AQR Due", "All STARS Renewal Due", and "All STARS Returned AQR". The dropdown menu is highlighted with a red box. In the background, there is a footer with the text "Copyright © 2009 Commonwealth of Kentucky" and "All rights reserved".

The list of workbaskets for All STARS are as follows:

- **All STARS Unsubmitted Standards Checklist** (An item is created in this workbookset when information has been saved for a standards checklist because the provider requested reevaluation, but the checklist has not been submitted).
- **All STARS Returned Standards Checklist** (An item is created in this workbookset when a rater returns a standards checklist for completion or correction).
- **All STARS DCC Requested Reevaluation** (An item is created in this workbookset when DCC requests a reevaluation or if there is a change in provider location).
- **All STARS AQR Due** (An item is created in this workbookset 100 days prior to the annual review date).
- **All STARS Renewal Due** (An item is created in this workbookset 100 days prior to the renewal date).
- **All STARS Returned AQR** (an item is created in this workbookset when the rater returns the annual quality review for correction or completion).

Click the link from the workbookset to be directed to the appropriate page for the appropriate provider to complete the necessary task. Once the task is complete, the item will be removed from the workbookset.

CLR	Provider Name	Update Date
<a href="#">L370877</a>	All STARS Test Provider	4/30/2018

## 4.0 Provider Portal – Opt-In

Any licensed or certified provider with an active license/certificate who is not currently participating in the All STARS program may “Opt-in” to the All STARS program. The provider will enter the All STARS program as a level 1.

To navigate to the Opt-In page, select the appropriate provider from the “Assigned Provider” grid and click on the “Opt-In” link on the left navigation bar.

Home	Home		
<b>ALL STARS</b>	<b>Assigned Providers</b>		
Request Re-evaluation	<b>Provider Name</b>	<b>CLR</b>	<b>Address</b>
Documents	<b>All STARS Test Provider</b>	<b>L370877</b>	<b>Testing Street Test City, Ky 40000</b>
Correspondence	<b>Workbasket</b>		
Opt-Out	Filter By: <input type="text" value="Select One"/>		
<b>Opt-In</b>			

To complete the Opt-In request, check the verification checkbox and click the submit button.

**All Stars Opting In**

By choosing to opt-in to Kentucky All STARS you enter the system as a Level 1 provider. You can immediately submit evidence documentation to move to a higher quality rating by submitting a DCC-432 Standards of Quality Verification Checklist through the KICCS Provider Portal. If you would like assistance preparing this form, please contact an All STARS Quality Coach.

You can locate a Quality Coach in your region here: <https://www.kentuckypartnership.org/about/map>

Programs applying for a Level 3-5 quality rating will also need to participate in an environmental rating visit. This visit is requested through the submission of your DCC-432 Standards of Verification Checklist.

Please note that if you manage multiple programs, a request must be submitted for each individual license number.

Thank you for choosing to participate in Kentucky All STARS. If you have any questions about this process, please feel free to contact the Division of Child Care at 844-209-2657.

**Verification:**  
☒ I understand that completing this request will enroll my program in Kentucky All STARS as a Level 1 provider. I authorize the enrollment of the program associated with this request.

Licensee/Certificate Holder Signature: kristen.account Date: 5/3/2018

**Submit** **Clear**

An enrollment letter will be sent by DCC. A copy of this letter will be available on the Provider Portal on the Correspondence Page.

## 5.0 Provider Portal – Opt-Out

A licensed or certified provider who doesn't want to participate in the All STARS program and does not accept public funds may request to "Opt-Out" of the All STARS program. DCC will determine whether to approve or deny the request.

To navigate to the Opt-Out page, select the appropriate provider from the "Assigned Provider" grid and click on the "Opt-Out" link on the left navigation bar.

Home	Home		
<b>ALL STARS</b>	<b>Assigned Providers</b>		
Request Re-evaluation	<b>Provider Name</b>	<b>CLR</b>	<b>Address</b>
Documents	<b>All STARS Test Provider</b>	<b>L370877</b>	<b>Testing Street Test City, Ky 40000</b>
Correspondence	<b>Workbasket</b>		
<b>Opt-Out</b>	Filter By: <input type="text" value="Select One"/>		
Opt-In			

To opt-out, submit the online DCC-433 form which requires a reason for opting-out, verification the provider receives no public funds, and verification the provider doesn't want to participate in the All STARS program.

All Stars Opting Out

I. Reason For Opting out

Please provide a brief explanation of why your program would like to opt-out of Kentucky All STARS.

II. Verification Statements

☐ I verify that our program does not receive any local, state, or federal funds. These funds could include the following: Child Care Assistance Program (CCAP), USDA Food Service Funds, or any other local, state, or federal funds.
 ☐ I verify that our program does not want to participate in Kentucky All STARS and is therefore ineligible for associated incentives.

III. Terms & Agreement

As the program licensee or certificate holder, you are stating that the information provided above is complete and accurate. Programs receiving public funds are statutorily mandated to participate in Kentucky All STARS. The Division of Child Care will verify that your program is not receiving any form of public funding before approval of your opt-out request. If your program receives public funding at any point in the future, you will be required to re-enroll in Kentucky All STARS.

Programs choosing to opt-out will be listed as not-participating in the Kentucky All STARS provider directory and will not be eligible for any incentives related to the program.

Verification:

☒ I verify that the information provided is complete and accurate. Should you have questions about the opt-out process, please contact your Quality Coach. You can also contact the Division of Child Care at (844) 209-2657.

Licensee/Certificate Holder Signature: kristen.account

Date: 5/3/2018

Submit

Clear

DCC will notify the provider of their decision to approve or deny the request by mail. A copy of this letter will also be available on the Provider Portal on the Correspondence page.

## 6.0 Provider Portal – Standards Checklist

The Standards Checklist Page is an online version of the DCC-432 Standards of Quality Verification Checklist.

It is necessary to submit a Standards of Quality Verification Checklist and supporting documentation via the Provider Portal to DCC for the reasons listed below:

- To request to be moved to a higher quality level
- A change in location
- DCC requests a re-evaluation
- Renewal

A licensed provider may request a reevaluation if he/she has a regular license (no preliminary license). A certified provider may request reevaluation at any time after receiving a certificate from the Division of Regulated Child Care (DRCC). However, a provider cannot request a reevaluation more than two times in a twelve-month period and a provider must wait three months after receiving a certificate from a reevaluation or renewal to request a new reevaluation.

To request to be moved to a higher quality level, select the provider from the “Assigned Provider” grid and click “Request Re-evaluation” from the left navigation bar.

Home

ALL STARS

Request Re-evaluation

Documents

Correspondence

Opt-Out

Opt-In

Home

Assigned Providers

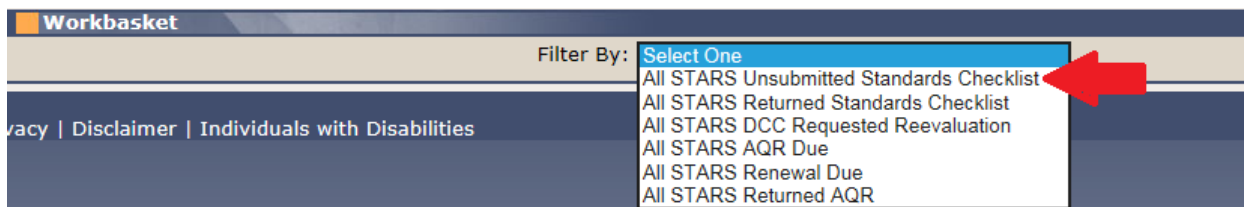
Provider Name	CLR	Address	Type
All STARS Test Provider	L370877	Testing Street Test City, Ky 40000	Licensed Type I

Workbasket

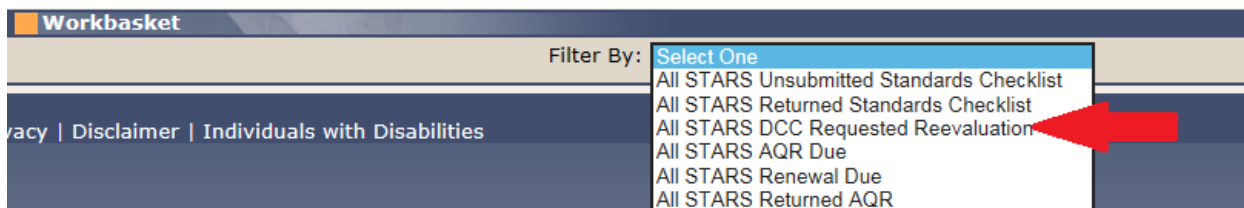
Filter By: Select One



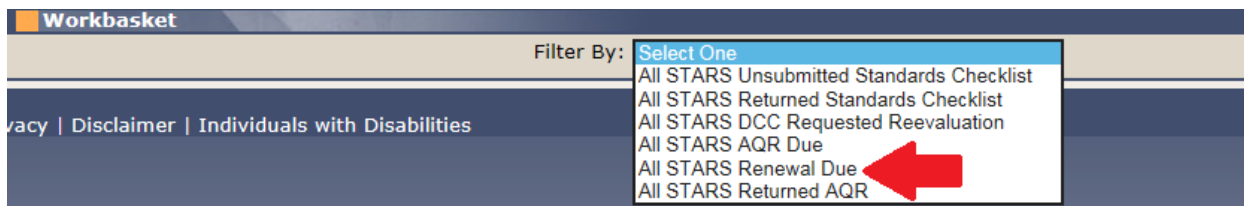
If a Standards Checklist for a request to be moved to higher quality has been saved, but not submitted, click on the item in the “All STARS Unsubmitted Standards Checklist” workbasket to resume work on the Standards checklist and submit.



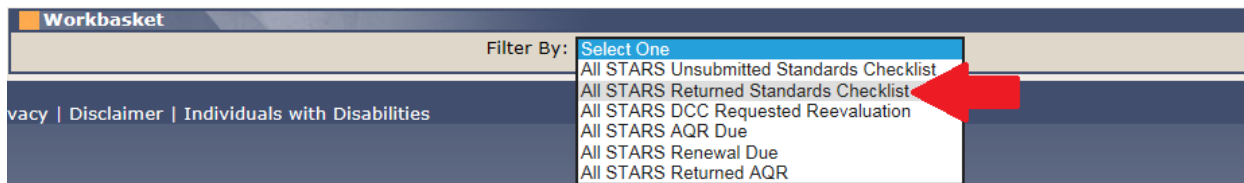
If DCC requests a re-evaluation or there is a change of location, an item will be created in the “All STARS DCC Requested Reevaluation” workbasket. Click on the item in the workbasket to begin the Standards Checklist. If the Standards Checklist is saved, but not submitted, return to this workbasket to continue and submit.



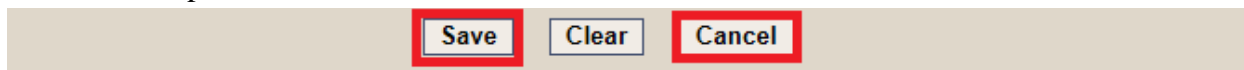
An item is created in the “All STARS Renewal Due” workbasket 100 days prior to renewal. Click on the item in the workbasket to begin the Standards Checklist for renewal. If the Standards Checklist is saved, but not submitted, return to this workbasket to continue and submit.



Should the Standards Checklist be returned for more information or for correction, the item will be found in the “Returned Standards Checklist” workbasket. Click on the item to view comments and instruction to complete the Standards Checklist.



The Standards Checklist is divided into panels that can be opened and collapsed. Only one panel can be open at a time. To collapse (close) the panel, click the “Save” or “Cancel” button at the bottom of the panel.



To open a panel, click on the down arrow in the blue panel header.



The first panel is the Program Information panel. This panel requires a site director name, site phone number, site director email, and the name of the quality coach.

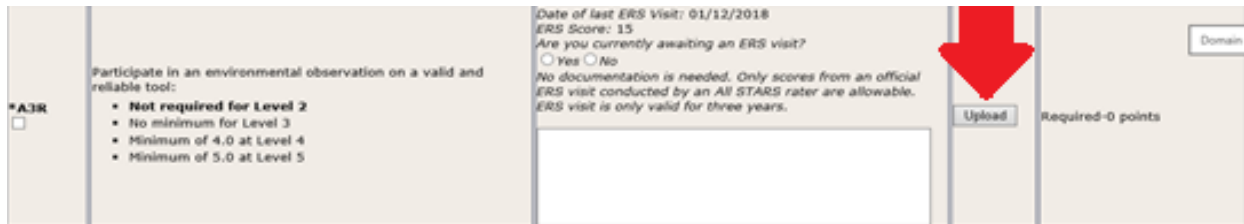
Domain A, B, C, and D panels follow.

Each domain panel contains a domain number checkbox, the corresponding standard, an area to enter comments, a checkbox to indicate if documentation is available in ECE-TRIS (if applicable), a button to upload documentation to support the standard, and the points associated with each standard.

Domain#	Standard	Documentation	Documents	Points
<b>A1R*</b> <input type="checkbox"/>	50% of teaching staff have professional learning activities in developmental screening	<input type="checkbox"/> This standard can be verified through ECE-TRIS. Submit any records that cannot be located in that system.	<input type="button" value="Upload"/>	Required-0 points
<b>A2R*</b> <input type="checkbox"/>	Completes an environmental self-assessment using a valid and reliable tool appropriate for the ages/settings of children served.	Submit a copy of a completed self-assessment or an environmental rating tool score sheet.	<input type="button" value="Upload"/>	Required-0 points

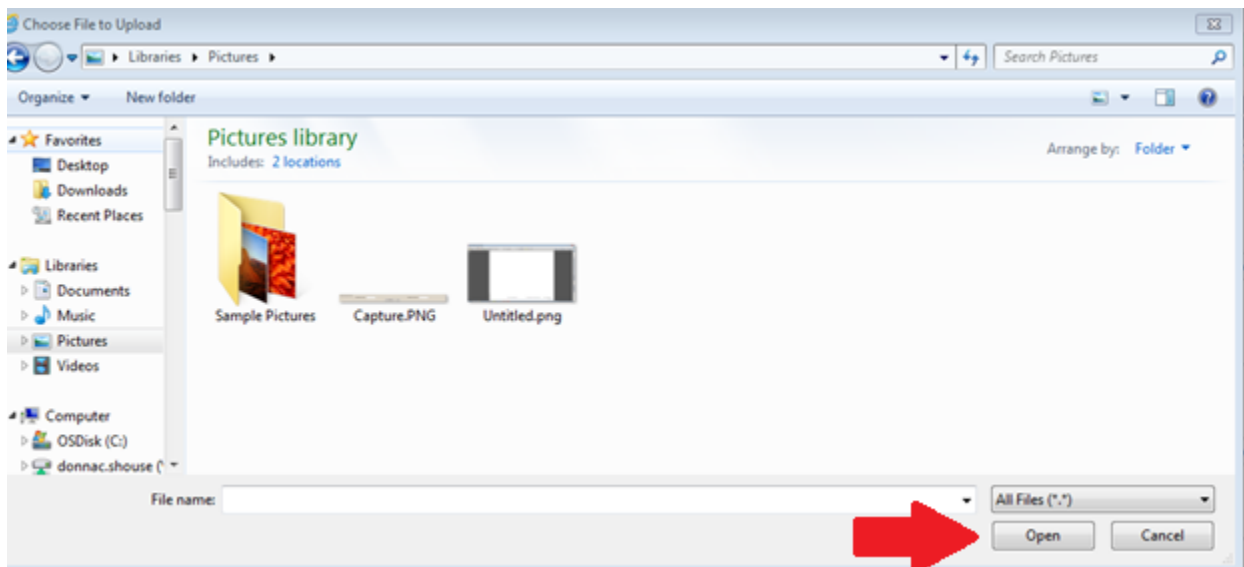
Each domain panel also contains information regarding which standards are mandatory (if any) and indicates the number of points needed to obtain levels 3 through 5.

To upload a document to support a standard, click the upload button that corresponds with the standard.



The screenshot shows a web-based standards checklist. On the left, under the heading "A3R", there is a checkbox and a list of requirements: "Not required for Level 2", "No minimum for Level 3", "Minimum of 4.0 at Level 4", and "Minimum of 5.0 at Level 5". To the right of this list is a text area for documentation. Further right, there is a section with the following text: "Date of last ERS Visit: 01/12/2018", "ERS Score: 15", and "Are you currently awaiting an ERS visit?" with "Yes" and "No" radio buttons. Below this is a note: "No documentation is needed. Only scores from an official ERS visit conducted by an All STARS rater are allowable. ERS visit is only valid for three years." At the bottom right of this section is an "Upload" button, which is pointed to by a large red arrow. To the far right, there is a "Domain" input field and a "Required: 0 points" label.

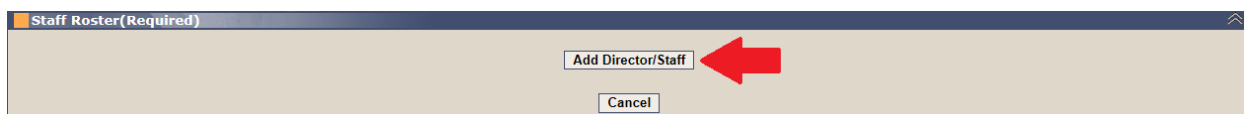
This will allow the upload of a document from the computer to the Provider Portal. Select the desired document and click “Open” to upload the document.



All documents uploaded to support standards will be displayed on the Documentation Page on the Provider Portal.

The Standards Checklist also contains a Staff Roster panel that consists of staff name, highest level of education, and type of duty. Please note that it is mandatory for a site director to be entered.

Click the “Add Director/Staff” button to open the panel to enter staff information.



The screenshot shows a "Staff Roster(Required)" panel. It has a title bar with the text "Staff Roster(Required)". Inside the panel, there are two buttons: "Add Director/Staff" and "Cancel". The "Add Director/Staff" button is highlighted by a large red arrow.


Once data is entered and the “Save” button has been clicked, the data will be populated in the Staff Roster grid.

First Name:  Middle Name:  Last Name:

Highest Level of Education: ☐ HS/GED OR CCCC ☐ CDA ☐ AA ☐ BS ☐ MS/MA

Does site director/staff member have: Child supervision duties? ☐ Teaching duties? ☐

Role: ☐ Site Director ☐ Staff



STAFF ROSTER (Required)								
	Site Director Name	Highest Level of Education					Does site director have	
		HS/GED OR CCCC	CDA	AA	BS	MS/MA	Child supervision duties?	Teaching duties?
1	Jane Doe					Y	Y	Y
<input type="button" value="Add Director/Staff"/>								
<input type="button" value="Cancel"/>								

If data is entered incorrectly or if the individual should be deleted, click on the individual’s name in the grid which will expand the lower section and will allow a correction to be saved or an individual to be deleted.

STAFF ROSTER (Required)								
	Site Director Name	Highest Level of Education					Does site director have	
		HS/GED OR CCCC	CDA	AA	BS	MS/MA	Child supervision duties?	Teaching duties?
1	Jane Doe					Y	Y	Y

First Name:  Jane Middle Name:  Last Name:  Doe

Highest Level of Education: ☐ HS/GED OR CCCC ☐ CDA ☐ AA ☐ BS ☒ MS/MA

Does site director/staff member have: Child supervision duties? ☒ Teaching duties? ☒

Role: ☒ Site Director ☐ Staff

The Provider and Internal Staff Summary panel contains mandatory questions, displays the total points in each domain based on the domain #s checked and their associated point value. There is also a section that is “For Official Use Only.” The “For Official Use Only” section will only be filled in if the Standards Checklist is returned by DCC for correction or completion.

**Providers Summary & Internal Staff**

**PROVIDERS:**

Have you submitted documentation for all required standards? ☐ Yes ☐ No

Have you submitted a staff roster? ☐ Yes ☐ No

Would you like an ERS visit if your program qualifies for Levels 3-5, and/or if you could achieve a higher rating with a new ERS visit? ☐ Yes ☐ No

**CLASSROOM & INSTRUCTIONAL QUALITY**  
points submitted:

**STAFF QUALIFICATIONS**  
points submitted:

**FAMILY & COMMUNITY ENGAGEMENT**  
points submitted:

**ADMINISTRATIVE & LEADERSHIP**  
points submitted:

**FOR OFFICIAL USE ONLY:**

Documentation for all required standards accepted? ☐ Yes ☐ No

Staff roster accepted? ☐ Yes ☐ No

ERS visit needed? ☐ Yes ☐ No

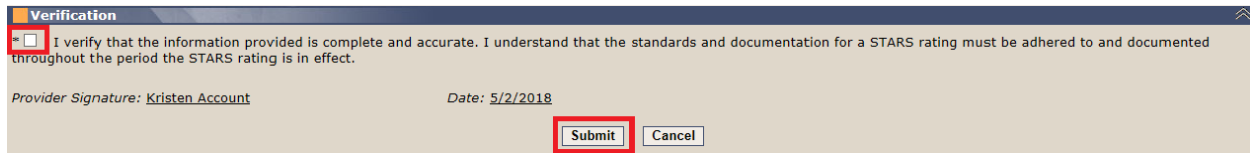
**CLASSROOM & INSTRUCTIONAL QUALITY**  
points verified:

**STAFF QUALIFICATIONS**  
points verified:

**FAMILY & COMMUNITY ENGAGEMENT**  
points verified:

**ADMINISTRATIVE & LEADERSHIP**  
points verified:

To submit the Standards Checklist to DCC, open the Verification panel. Verify that the information is complete and accurate by checking the checkbox and then click the “Submit” button. After the request is submitted, it cannot be updated unless DCC returns it.

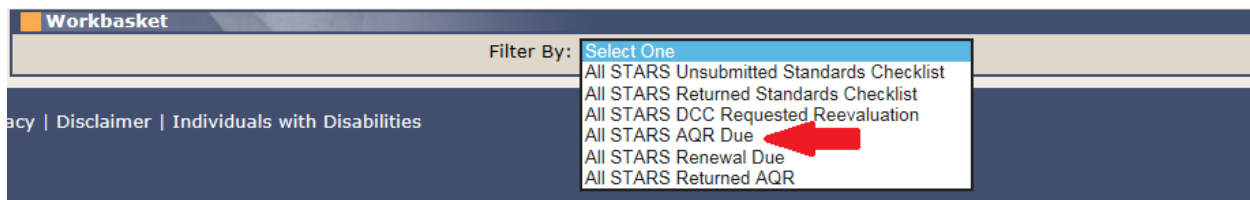
A screenshot of a 'Verification' form. At the top, there is a checkbox with a red square next to it, followed by the text: 'I verify that the information provided is complete and accurate. I understand that the standards and documentation for a STARS rating must be adhered to and documented throughout the period the STARS rating is in effect.' Below this, it says 'Provider Signature: Kristen Account' and 'Date: 5/2/2018'. At the bottom right, there are two buttons: 'Submit' and 'Cancel', both of which are highlighted with red rectangles.

Once the Standards Checklist has been accepted, a .pdf version of the Standards Checklist will be available on the Correspondence page.

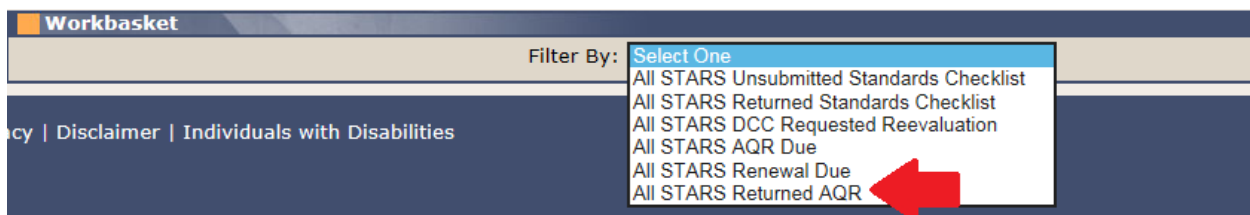
## 7.0 Provider Portal – Annual Quality Review

The Annual Quality Review page is an online version of the DCC-434 Annual Quality Review form. The Annual Quality Review (AQR) occurs the years that recertification is not required.

The AQR form will be available 100 days prior to the annual review date. An item will be created in the “AQR Due” workbasket. Click on the item in workbasket to begin the AQR. If the AQR is saved, but not submitted, return to this workbasket to continue and submit.

A screenshot of a 'Workbasket' interface. It shows a 'Filter By:' dropdown menu with a list of options: 'Select One', 'All STARS Unsubmitted Standards Checklist', 'All STARS Returned Standards Checklist', 'All STARS DCC Requested Reevaluation', 'All STARS AQR Due', 'All STARS Renewal Due', and 'All STARS Returned AQR'. A red arrow points to the 'All STARS AQR Due' option.

Should the AQR be returned for more information or for correction, the item will be found in the “Returned AQR” workbasket. Click on the item to view comments and instruction to complete the AQR.

A screenshot of a 'Workbasket' interface, similar to the one above. It shows a 'Filter By:' dropdown menu with the same list of options. A red arrow points to the 'All STARS Returned AQR' option.

The AQR is divided into panels that can be opened and collapsed. Only one panel can be open at a time. To collapse (close) the panel, click the “Save” or “Cancel” button at the bottom of the panel.

A screenshot showing three buttons: 'Save', 'Clear', and 'Cancel'. The 'Save' and 'Cancel' buttons are highlighted with red rectangles.

To open a panel, click on the down arrow in the blue panel header.



The first panel is the Program Information panel. This panel requires a site director name, site phone number, site director email, and the name of the quality coach.

**Program Information**

Name of Program: All STARS Test Provider County: FRANKLIN

Program Physical Address: Testing Street , Test City KY 40000

Program Mailing Address: Testing Street , Test City KY 40000

\*Site Director Name:

\*Phone Number:

Provider Type: ☒ Type I ☐ Type II ☐ Certified

\*Owner/Director Email:

\*Quality Coach:

Certificate/License #: L370877

The Quality Improvement Plan panel contains a question regarding a written “Quality Improvement Plan.” If a written plan exists, then an explanation regarding progress tracking must be entered in the textbox.

**Quality Improvement Plan**

\*Does your program have a written Quality Improvement Plan (QIP)? ☐ Yes ☐ No

\*If you utilize a QIP, please provide a brief statement of how you track progress towards the goals outlined in your QIP. If you do not use a QIP, provide brief statement of how you ensure sustained and/or increased quality of your program.

The Program Support and Assistance panel provides an area for feedback. Completion of items in this panel are mandatory.

**Program Support and Assistance**

\*Has your program used technical assistance (coaching) within the past 12 months? ☐ Yes ☐ No

\*Are you interested in moving your program to a higher All STARS rating? ☐ Yes ☐ No

\*How can the All STARS team support your program to implement, maintain, or sustain the practices associated with the Kentucky All STARS Standards of Quality?

The Standards Verification section displays each standard in each domain and the points associated with each standard. This panel requires a statement regarding how the program plans to maintain each previously achieved standard.

Only the Standards from a previous Standards Checklist or AQR (whichever occurred last) will be enabled for documentation. If there is no previous Standards Checklist or AQR, all standards will be enabled and no total points will be displayed.

**Classroom & Instructional Quality Domain (Required Standards Verification)**

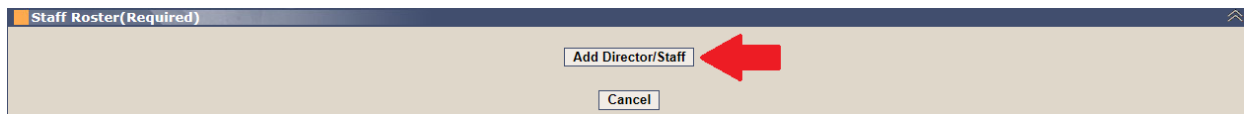
*Providers who have completed a DCC-432 Standards Verification Checklist through the KICCS Provider Portal will have standards prepopulated in this form. If an electronic DCC-432 has not been submitted, all domains and standards will be displayed and you will need to complete enough fields to meet the point requirements for your current quality rating.*

*The standards listed below are required for All STARS levels 2-5. Provide a brief explanation of how you maintain each of these standards and how you can demonstrate implementation. No supporting documentation is required.*

Standard	Pts.	How Do You Maintain this Standard?
50% of teaching staff have professional learning activities in developmental screening.	0	<input type="text"/>
Completes an environmental self-assessment using a valid and reliable tool appropriate for the ages/settings of children served.	0	<input type="text"/>
Participates in an environmental observation on a valid and reliable tool: <ul style="list-style-type: none"> <li>Not required for Level 2</li> <li>No minimum at Level 3</li> <li>Minimum of 4.0 per classroom at Level 4</li> <li>Minimum of 5.0 per classroom at Level 5</li> </ul>	0	<input type="text"/>

The AQR also contains a Staff Roster panel that consists of staff name, highest level of education, and type of duty. Please note that it is mandatory for a site director to be entered.

Click the “Add Director/Staff” button to open the panel to enter staff information.

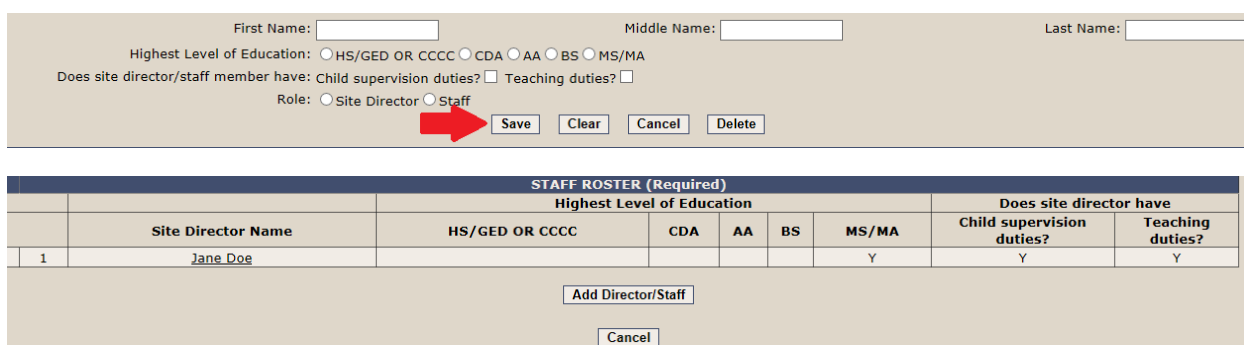


Staff Roster(Required)

Add Director/Staff

Cancel

Once the data is entered and the “Save” button has been clicked, the data will be populated in the Staff Roster grid.



First Name: Middle Name: Last Name:

Highest Level of Education: ☐ HS/GED OR CCCC ☐ CDA ☐ AA ☐ BS ☐ MS/MA

Does site director/staff member have: Child supervision duties? ☐ Teaching duties? ☐

Role: ☐ Site Director ☐ Staff

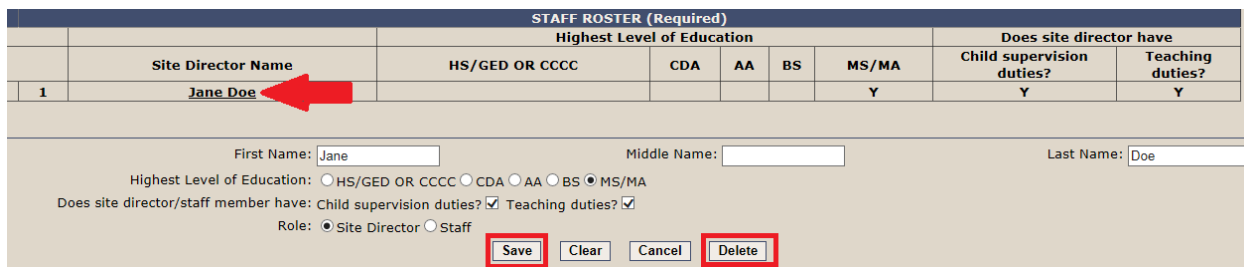
Save Clear Cancel Delete

STAFF ROSTER (Required)								
		Highest Level of Education					Does site director have	
	Site Director Name	HS/GED OR CCCC	CDA	AA	BS	MS/MA	Child supervision duties?	Teaching duties?
1	Jane Doe					Y	Y	Y

Add Director/Staff

Cancel

If data is entered incorrectly or if the individual should be deleted, click on the individual’s name in the grid which will expand the lower section and will allow a correction to be saved or an individual to be deleted.



STAFF ROSTER (Required)								
		Highest Level of Education					Does site director have	
	Site Director Name	HS/GED OR CCCC	CDA	AA	BS	MS/MA	Child supervision duties?	Teaching duties?
1	Jane Doe					Y	Y	Y

First Name: Jane Middle Name: Last Name: Doe

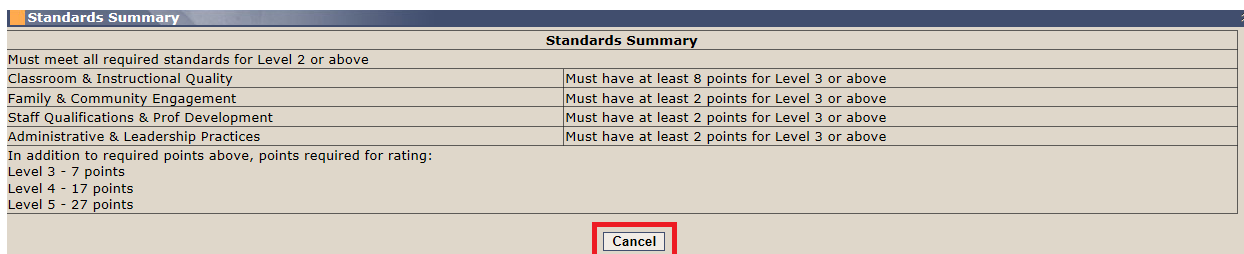
Highest Level of Education: ☐ HS/GED OR CCCC ☐ CDA ☐ AA ☐ BS ☒ MS/MA

Does site director/staff member have: Child supervision duties? ☒ Teaching duties? ☒

Role: ☒ Site Director ☐ Staff

Save Clear Cancel Delete

The Standards Summary contains an explanation of points required for each All STARs level. Click “Cancel” button to collapse (close) this panel.



Standards Summary

Must meet all required standards for Level 2 or above	Must have at least 8 points for Level 3 or above
Classroom & Instructional Quality	Must have at least 2 points for Level 3 or above
Family & Community Engagement	Must have at least 2 points for Level 3 or above
Staff Qualifications & Prof Development	Must have at least 2 points for Level 3 or above
Administrative & Leadership Practices	Must have at least 2 points for Level 3 or above

In addition to required points above, points required for rating:

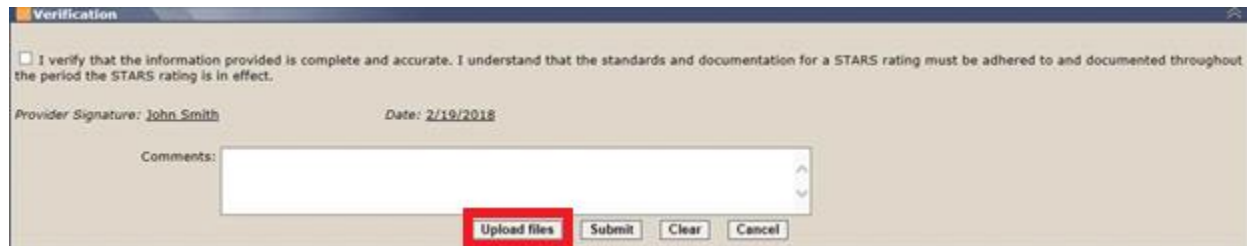
Level 3 - 7 points

Level 4 - 17 points

Level 5 - 27 points

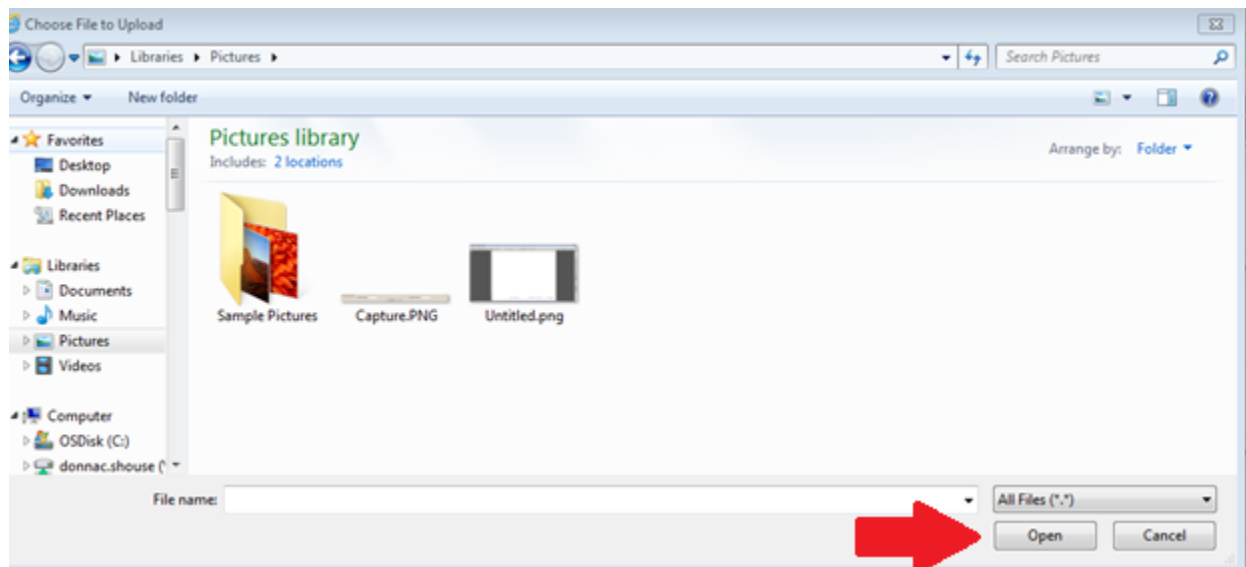
Cancel

The Verification panel contains an “Upload Files” button that can be clicked to upload any necessary documents from the user’s computer.



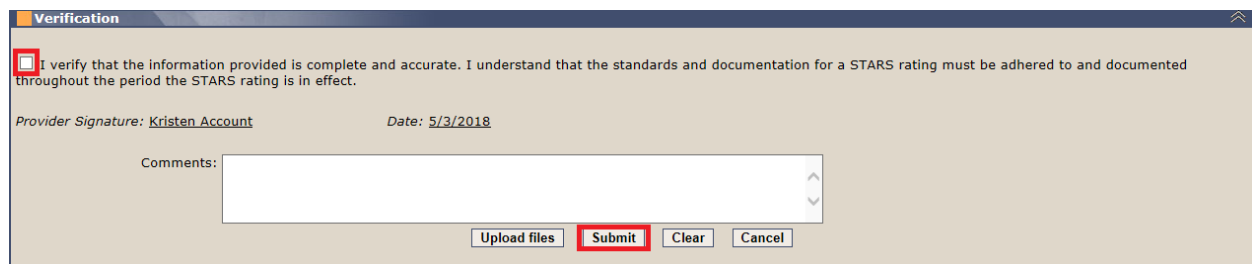
The screenshot shows a web-based verification form. At the top, there is a checkbox with the text: "I verify that the information provided is complete and accurate. I understand that the standards and documentation for a STARS rating must be adhered to and documented throughout the period the STARS rating is in effect." Below this, the "Provider Signature" is "John Smith" and the "Date" is "2/19/2018". There is a large text area for "Comments". At the bottom, there are four buttons: "Upload files", "Submit", "Clear", and "Cancel". The "Upload files" button is highlighted with a red rectangular box.

Choose the selected file(s) and click the “Open” button.



All documents uploaded for the AQR will be displayed on the Documentation page.

To submit the AQR, verify that the information is complete and accurate by checking the checkbox and then click the “Submit” button. After the request is submitted, it cannot be updated unless DCC returns it.



This screenshot is similar to the first one, but the checkbox at the top is now checked. The "Provider Signature" is "Kristen Account" and the "Date" is "5/3/2018". The "Comments" text area is empty. The "Submit" button is highlighted with a red rectangular box.

Once the AQR has been accepted, a .pdf version of the AQR will be available on the Correspondence page on the Provider Portal for the provider to view.



## 8.0 Provider Portal – Documentation

Any documentation that is uploaded on the Provider Portal for a Standards Checklist or Annual Quality Review can be viewed on the Provider Portal.

To navigate to the Documentation page, select the appropriate provider from the “Assigned Provider” grid and click on the “Documentation” link on the left navigation bar.

Home	Home			
ALL STARS	Assigned Providers			
Request Re-evaluation	Provider Name	CLR	Address	Type
Documents	All STARS Test Provider	L370877	Testing Street Test City, Ky 40000	Licensed Type I
Correspondence	Workbasket			
Opt-Out	Filter By: <input type="text" value="Select One"/>			
Opt-In				

The Documentation page consists of a grid that displays a system generated Submission ID, Submission Type, Submission Status, and Submission Date for each time a Standards Checklist or an AQR is submitted.

To view the list of documents associated with a submission, click on the “Submission ID” link.

All Stars Documents Information			
Submission ID	Submission Type	Submission Status	Submission Date
116	All STARS Reevaluation - Provider Request	Accepted	5/2/2018

To view/print a specific document, click on the “View” link.

All Stars Documents					
	Document Name	Document Type	Domain	Standard	Upload Date
<a href="#">View</a>	1.docx	DOC	Domain A	A12	5/2/2018
<a href="#">View</a>	2.docx	DOC	Domain A	A13	5/2/2018
<a href="#">View</a>	3.docx	DOC	Domain C	C2	5/2/2018
<a href="#">View</a>	4.docx	DOC	Domain C	C3	5/2/2018

## 9.0 Provider Portal – Correspondence

An electronic copy of correspondence regarding the All STARS program will be available on the Provider Portal. Also included are a .pdf version of Standards Checklist, .pdf version of Annual Quality Review, latest All STARS certificate, and a .pdf versions of the Opt-In/Opt-Out forms.

To navigate to the Correspondence page, select the appropriate provider from the “Assigned Provider” grid and click on the “Correspondence” link on the left navigation bar.

Home	Home			
ALL STARS	Assigned Providers			
Request Re-evaluation	Provider Name	CLR	Address	Type
Documents	All STARS Test Provider	L370877	Testing Street Test City, Ky 40000	Licensed Type I
Correspondence	Workbasket			
Opt-Out	Filter By: <input type="text" value="Select One"/>			
Opt-In				

The All STARS Forms History panel contains a dropdown list of forms/correspondence and, in most cases, “From Date” and “To Date” to limit the results that are returned. If the “All STARS Certificate” is chosen from the dropdown, there is no option to enter a date range, since only the last rating certificate is available for viewing/printing.

Choose a correspondence from the dropdown list, choose a date range if desired (optional) and click the “Show History” button to display a list of correspondences.

All Stars Forms History

\*Submission/Correspondence Select One  
Standards Checklist  
Annual Quality Review  
All Stars Certificate  
Opt-In/Opt-Out  
Correspondence

From Date:  To Date:

Show History

Click the “View” link to view/print a correspondence, Standards Checklist, AQR, or All STARS certificate.

All Stars Forms History

\*Submission/Correspondence Correspondence From Date:  To Date:

Show History

Correspondence

	Correspondence Type	Sent Date
<a href="#">View</a>	ALL STARS Notice Of Enrollment	4/30/2018
<a href="#">View</a>	ALL STARS Opt-Out Approval	4/30/2018
<a href="#">View</a>	ALL STARS Notice Of Enrollment	4/30/2018