

ALL STARS USER GUIDE



Kentucky
ALL STARS

*USER GUIDE FOR
KENTUCKY ALL STARS
PROVIDER PORTAL
USERS*



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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.

Child-care providers participating in All STARS submit documentation and receive correspondence via the KICCS Provider Portal.

Access to Provider Portal

A Kentucky Online Gateway (KOG) account is required for accessing the KICCS Provider Portal. See the KICCS Portal User Guide on the [KICCS Provider Portal Launch Site](#) for instructions to create an account and request roles if you have not completed this step.

The **KICCS HelpDesk** is available to assist with submitting your account request.

- Email: CHFS.KICCSHelpDesk@ky.gov
- Phone: (866)-231-0003 Option 6

Provider Portal

Home Screen

The Provider Portal Home screen includes a navigation menu on the left with access to the All STARS screens. Additional menu items are available depending on the roles associated with the account. Messages display in the main portion of the screen followed by the Assigned Providers grid, and a workbasket at the bottom.

Assigned Providers

Provider Name	CLR	Address	Type
Camp Provider 40	L372031	Fsgfd Gnfggd, Ky 40324	LICENSED TYPE I
Camp_Prov13	C57419	1 East Main Street Frankfort, Ky 40601	CERTIFIED
Camp_Testprov004	C57698	004 East Mainwetw Etywtew Frankfort, Ky 40601	CERTIFIED
Camp-Reg_Prov13	R77744	13 East Main Georgetown, Ky 40324	REGISTERED IN PROVIDER HOME

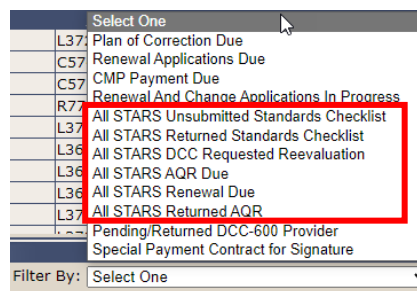
Workbaskets

Workbaskets notify providers of tasks to be completed. The available workbasket filters are determined by the roles associated with the account.

All STARS Workbaskets:

- All STARS Unsubmitted Standards Checklist: displays providers with a saved Standards Checklist for Provider Requested Reevaluation. The item is removed once the Standards Checklist is submitted.
- All STARS Returned Standards Checklist: displays providers with a Standards Checklist that has been returned by a Rater for completion or correction. The item is removed once the Standards Checklist is submitted.
- All STARS DCC Requested Reevaluation: displays providers with a pending Standards Checklist for a DCC Requested Reevaluation. The item is removed once the Standards Checklist is submitted.
- All STARS AQR Due: displays providers with an Annual Quality Review due. The item creates 100 days prior to the annual review date and is removed once the AQR is submitted.
- All STARS Renewal Due: displays providers with a Standards Checklist for Renewal due. The item creates 100 days prior to the renewal date and is removed once the Standards Checklist is submitted.
- All STARS Returned AQR: displays providers with an AQR that has been returned by a Rater for completion or correction. The item is removed once the AQR is submitted.

Expand the Filter By dropdown to select the appropriate option. Click the CLR link to display the associated Standards Checklist or AQR.



Standards Checklist

The Standards Checklist page is an online version of the DCC-432 Standards of Quality Verification Checklist. A Standards Checklist and supporting documentation is required for the following reasons:

- To request a higher All STARS level
- Change in location
- DCC requests a re-evaluation
- Renewal

A licensed provider may request a re-evaluation once a regular license is received (not during Preliminary Approval). A certified provider may request re-evaluation at any time after receiving a certificate. A re-evaluation cannot be requested more than twice in a twelve-month period and cannot be requested less than 3 months from the last re-evaluation or renewal.

Request a higher All STARS level by creating a Provider Requested Reevaluation. Select the provider in the Assigned Providers grid on the Home page, then click Request Reevaluation in the left menu. Once saved, the Reevaluation can be accessed in the All STARS Unsubmitted Standards Checklist workbasket.

ALL STARS
Request Re-evaluation

Assigned Providers				
	Provider Name	CLR	Address	Type
Opt-Out	Cissell - 5.25	L369866	1 Location Address Locationstreet2 Louisville, Ky 10000-1111	LICENSED TYPE I
Opt-In	Cissell 2	L369692	1 New Main St Louisville, Ky 10000	LICENSED TYPE II

Workbasket			
Filter By: All STARS Unsubmitted Standards Checklist			
CLR	Provider Name	Update Date	
L369866	Cissell - 5.25	4/26/2024	

DCC Requested Reevaluations, including change of location, display in the All STARS DCC Requested Reevaluation workbasket. Select the provider to complete the Standards Checklist. The item will remain in the workbasket until the Standards Checklist is submitted.

Workbasket				
Filter By: All STARS DCC Requested Reevaluation				
CLR	Provider Name	Requested Date	Reason	Due Date
L369654	Cissell Type 2 - Test	3/7/2024	Reports or findings concerning a reduction in quality and services	4/6/2024

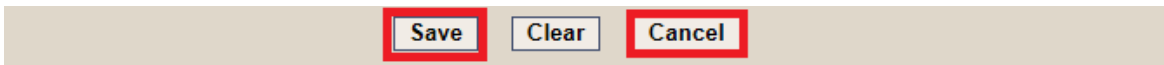
Providers due for renewal display in the All STARS Renewal Due workbasket 100 days prior to the due date. Select the provider to complete the Standards Checklist. The item will remain in the workbasket until the Standards Checklist is submitted.

Workbasket		
Filter By: All STARS Renewal Due		
CLR	Provider Name	Due Date
L370946	Cissell DC 1	5/29/2024

Standards Checklists that have been returned by DCC for correction or additional information display in the All STARS Returned Standards Checklist workbasket. Select the provider to view comments and complete changes. The item will remain in the workbasket until the Standards Checklist is resubmitted.

Workbasket			
Filter By: All STARS Returned Standards Checklist			
CLR	Provider Name	Returned Date	Submission Type
L369654	Cissell Type 2 - Test	7/14/2023	Reevaluation - Provider Request

The Standards Checklist is divided into panels that can be opened and collapsed. Only one panel can be open at a time. Click the Save or Cancel button to collapse (close) the panel. Click the down arrow in the blue panel header to open a panel.



Standards of Quality Verification Checklist	
<input checked="" type="checkbox"/>	Program Information
<input checked="" type="checkbox"/>	Domain A Classroom & Instructional Quality (Required)
<input checked="" type="checkbox"/>	Domain B Staff Qualifications and Professional Development (Required)
<input checked="" type="checkbox"/>	Domain A Classroom & Instructional Quality
<input checked="" type="checkbox"/>	Domain B Staff Qualifications and Professional Development
<input checked="" type="checkbox"/>	Domain C Family and Community Engagement
<input checked="" type="checkbox"/>	Domain D Administrative and Leadership Practices
<input checked="" type="checkbox"/>	Staff Roster (Required)
<input checked="" type="checkbox"/>	Providers & Internal Staff Summary
<input checked="" type="checkbox"/>	Verification

The Program Information panel requires site director name, quality coach, site phone number, site director email, and All STARS level you are applying for.

Program Information

Name of Program: Cissell Type 2 - Test County: JEFFERSON

Program Physical Address: 1 Main St Backdated, Louisville KY 10000

Program Mailing Address: 1 Main St , Louisville KY 10000

*Site Director Name: Site Director Provider Type: Type I Type II Certified

*Site Phone Number: (111) 222-3333 *Quality Coach: Quality Coach

*All STARS level you are applying for: Select One *Site Director Email: director@email.com

Current All STARS Level: Select One Certificate/License #: L369654

All STARS Expiration:

Domain A Classroom & Instructional C (Required)

Domain B Staff Qualifications and Personnel (Required)

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. 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.

Domain#	Standard	Documentation	Documents	Points
A1R* <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
A2R* <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
A minimum of 8 points are required in this domain for Levels 3-5				Total /20

Select each standard that applies to the childcare program. Select *This standard can be verified through ECE-TRIS*, if applicable, or click the Upload button to add supporting documentation. Clicking Upload displays a new window to select files from your computer. Select the file and a successful message displays at the top of the page.

File uploaded successfully.

Uploaded files display on the Documents page in Provider Portal and in KICCS for DCC's review. Multiple documents can be attached per standard.

A returned Standards Checklist includes a Review column where DCC indicates if the Standard is Complete or Incomplete. Rater Comments will indicate needed corrections or additional information. Comments may be added, or additional documentation may be uploaded.

A13 <input checked="" type="checkbox"/>	Maintains National Association for the Education of Young Children (NAEYC) staff-to-child- ratios and group size requirements <input checked="" type="checkbox"/> Meets for infants <input checked="" type="checkbox"/> Meets for toddlers <input type="checkbox"/> Meets for preschoolers	comment	<input type="button" value="Upload"/>	Upto 4 points: Infants = 2 points Toddlers = 1 point Preschoolers = 1 point	Incomplete
A minimum of 8 points are required in this domain for Levels 3-5				Total /20	
Rater Comments	Rater Comment for Returned Standards Checklist				

The Staff Roster panel collects names, duties, and qualifications of employees of the childcare program. At minimum, a Site Director is required. Click the Add Director/Staff button to display the staff information section.

Staff Roster(Required)

Enter the individual's information and click Save.

First Name: Middle Name: Last Name:

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

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

Role: Site Director Staff

Directors and Staff display in separate grids. Repeat these steps until all employees are added.

STAFF ROSTER (Required)									
		Highest Level of Education					Does site director have		
	Site Director Name	HS/GED OR CCCC	CDA	AA	BS	MS/MA	Area of Study	Child supervision duties?	Teaching duties?
1	Director Middle Last		Y				Early Ed	Y	
		Highest Level of Education					Does staff member have		
	Staff Name	HS/GED OR CCCC	CDA	AA	BS	MS/MA	Area of Study	Child supervision duties?	Teaching duties?
1	Staff Last	Y						Y	Y

Click on an individual's name if edits are needed or the individual should be deleted.

1	Staff Last	Y					Y	Y
---	------------	---	--	--	--	--	---	---

First Name: Middle Name: Last Name:

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

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

Role: Site Director Staff

Click save once all employees are added to collapse the panel.

The Provider and Internal Staff Summary panel contains mandatory questions, displays the total points in each domain based on the domain #s checked, and the associated point value. The FOR OFFICIAL USE ONLY section will be completed by DCC and can only be viewed if the Standards Checklist is returned.

Providers & Internal Staff Summary

<p>PROVIDERS:</p> <p>*Have you submitted documentation for all required standards? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>*Have you submitted a staff roster? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>*Would you like an Environmental Rating Scale (ERS) visit if your program qualifies for Levels 3-5, or if you could achieve a higher rating with a new ERS visit? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid #ccc;">CLASSROOM & INSTRUCTIONAL QUALITY</td> <td style="text-align: right;">5</td> </tr> <tr> <td style="border: 1px solid #ccc;">STAFF QUALIFICATIONS</td> <td style="text-align: right;">0</td> </tr> <tr> <td style="border: 1px solid #ccc;">FAMILY & COMMUNITY ENGAGEMENT</td> <td style="text-align: right;">2</td> </tr> <tr> <td style="border: 1px solid #ccc;">ADMINISTRATIVE & LEADERSHIP</td> <td style="text-align: right;">0</td> </tr> </table>	CLASSROOM & INSTRUCTIONAL QUALITY	5	STAFF QUALIFICATIONS	0	FAMILY & COMMUNITY ENGAGEMENT	2	ADMINISTRATIVE & LEADERSHIP	0	<p>FOR OFFICIAL USE ONLY:</p> <p>Documentation for all required standards accepted? <input type="radio"/> Yes <input type="radio"/> No</p> <p>Staff roster accepted? <input type="radio"/> Yes <input type="radio"/> No</p> <p>ERS visit needed? <input type="radio"/> Yes <input type="radio"/> No</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid #ccc;">CLASSROOM & INSTRUCTIONAL QUALITY</td> <td></td> </tr> <tr> <td style="border: 1px solid #ccc;">STAFF QUALIFICATIONS</td> <td></td> </tr> <tr> <td style="border: 1px solid #ccc;">FAMILY & COMMUNITY ENGAGEMENT</td> <td style="text-align: right;">2</td> </tr> <tr> <td style="border: 1px solid #ccc;">ADMINISTRATIVE & LEADERSHIP</td> <td></td> </tr> </table>	CLASSROOM & INSTRUCTIONAL QUALITY		STAFF QUALIFICATIONS		FAMILY & COMMUNITY ENGAGEMENT	2	ADMINISTRATIVE & LEADERSHIP	
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FAMILY & COMMUNITY ENGAGEMENT	2																
ADMINISTRATIVE & LEADERSHIP																	

Open the Verification panel to submit the Standards Checklist. Verify that the information is complete and accurate by checking the checkbox and then click the Submit button. The Standards Checklist cannot be updated after submitted

unless DCC returns it. A PDF version of the Standards Checklist will be available on the Correspondence page after it has been accepted by DCC. Correspondence will be sent by mail and will be available on the Correspondence page to notify the provider of the result of the renewal or re-evaluation.

Verification

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.

Provider Signature: Kristen Account Date: 5/2/2018

Submit **Cancel**

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 renewal is not required.

Providers due for AQR display in the All STARS AQR Due workbasket 100 days prior to the due date. Select the provider to complete the AQR. The item will remain in the workbasket until the AQR is submitted.

Workbasket		
Filter By: All STARS AQR Due		
CLR	Provider Name	Due Date
L370003	Cissell - COO	7/31/2020

AQRs that have been returned by DCC for correction or additional information display in the All STARS Returned AQR workbasket. Select the provider to view comments and complete changes. The item will remain in the workbasket until the AQR is resubmitted.

Workbasket		
Filter By: All STARS Returned AQR		
CLR	Provider Name	Returned Date
L369666	Cissell II	4/30/2024

The AQR is divided into panels that can be opened and collapsed. Only one panel can be open at a time. Click the Save or Cancel button to collapse (close) the panel. Click the down arrow in the blue panel header to open a panel.

Save **Clear** **Cancel**

- All STARS Annual Quality Review
- Program Information
- Quality Improvement Plan
- Program Support and Assistance
- Classroom & Instructional Quality Domain (Required Standards Verification)
- Staff Qualifications & Professional Development Domain (Required Standards Verification)
- Classroom & Instructional Quality Domain
- Family & Community Engagement Domain
- Staff Qualifications & Professional Development Domain
- Administrative & Leadership Practices Domain
- Staff Roster (Required)
- Standards Summary
- Verification

The Program Information panel requires site director name, quality coach, site phone number, and site director email.

Program Information

Name of Program: Cissell - COO County: JEFFERSON

Program Physical Address: 123 Main St , Louisville KY 10000

Program Mailing Address: 1 Main St , Louisville KY 10000

*Site Director Name: Site Director Provider Type: Type I Type II Certified **Quality Coach: Quality Coach

*Phone Number: (111) 222-3333 **Owner/Director Email: director@email.com Certificate/License #: L370003

Current All STARS Level: 2 All STARS Expiration: 7/31/2022

Save **Clear** **Cancel**

The Quality Improvement Plan panel contains a question regarding a written Quality Improvement Plan (QIP). An explanation is required regarding tracking progress towards and sustaining/increasing quality.

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.

Save Clear Cancel

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?

Save Clear Cancel

The domain panels display each standard and the associated points. A statement is required documenting how the program plans to maintain each previously achieved standard. Only the approved standards from a previous Standards Checklist or AQR will be enabled for documentation. All standards are enabled, and total points will not display if there has not been a Standards Checklist or AQR submitted via the Provider Portal.

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"> Not required for Level 2 No minimum at Level 3 Minimum of 4.0 per classroom at Level 4 Minimum of 5.0 per classroom at Level 5 	0	<input type="text"/>

A returned AQR includes a Review column where DCC indicates if the Standard is Complete or Incomplete. Rater Comments will indicate needed corrections or additional information. Comments may be added, or additional documentation may be uploaded.

50% of teaching staff achieve Level 1 or above on the Kentucky Career Lattice = 1pt	4 pts max	<input type="text"/>	Incomplete
40% of teaching staff achieve Level 2 or above on the Kentucky Career Lattice = 2pts			
30% of teaching staff achieve Level 3 or above on the Kentucky Career Lattice = 3pts			
20% of teaching staff achieve Level 4 or above on the Kentucky Career Lattice = 4pts			
Individual Professional Development (PD) plan aligns with state identified professional core knowledge and competencies.	1	<input type="text"/>	
Total Points=		5	
Rater Comments:	Rater Comment for returned AQR		

The Staff Roster panel collects names, hire date, duties, and qualifications of employees of the childcare program. At minimum, a Site Director is required. Click the Add Director/Staff button to display the staff information section.

Staff Roster(Required)

Enter the individual's information and click Save.

First Name:

Hire Date:

Middle Name:

Last Name:

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

Area of Study:

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

Role: Site Director Staff

Directors and Staff display in separate grids. Repeat these steps until all employees are added.

STAFF ROSTER (Required)										
Highest Level of Education										
	Site Director Name	Hire Date	HS/GED OR CCCC	CDA	AA	BS	MS/MA	Area of Study	Does site director have	
									Child supervision duties?	Teaching duties?
1	Site Director	4/1/2024			Y			Early Ed	Y	

Highest Level of Education										
	Staff Name	Hire Date	HS/GED OR CCCC	CDA	AA	BS	MS/MA	Area of Study	Does staff member have	
									Child supervision duties?	Teaching duties?
1	Staff Name	12/15/2022		Y				Child Development	Y	Y

Click on an individual's name if edits are needed or the individual should be deleted.

1	Staff Name	12/15/2022	Y	Child Development	Y	Y
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First Name:

Hire Date:

Middle Name:

Last Name:

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

Area of Study:

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

Role: Site Director Staff

Click save once all employees are added to collapse the panel.

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

Standards Summary

Standards Summary	
Must meet all required standards for Level 2 or above	
Classroom & Instructional Quality	Must have at least 8 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	

The Verification panel includes an option to upload supporting documentation. Clicking Upload files displays a new window to select files from your computer.

Verification

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.

Provider Signature: Stephanie DRCC Date: 4/30/2024

Comments:

[Upload files](#) [Submit](#) [Clear](#) [Cancel](#)

Select the file and a successful message displays at the top of the page.

File uploaded successfully.

Uploaded files display on the Documents page in Provider Portal and in KICCS for DCC’s review. Multiple documents can be uploaded, if applicable.

To submit the AQR, verify that the information is complete and accurate by checking the checkbox and then click the Submit button. The AQR cannot be updated after submitted unless DCC returns it. A PDF version of the AQR will be available on the Correspondence page after it has been accepted by DCC. Correspondence will be sent by mail and will be available on the Correspondence page to notify the provider of the result of the review.

Documents

Uploaded files associated with a Standards Checklist or Annual Quality Review display on the All STARS Documents page. Select a provider in the Assigned Providers grid on the Home page, then click Documents in the left menu.

ALL STARS

- Request Re-evaluation
- Documents**
- Correspondence
- Opt-Out
- Opt-In

Assigned Providers

Provider Name	CLR	Address	Type
Cissell - 5.25	L369866	1 Location Address Locationstreet2 Louisville, Ky 10000-1111	LICENSED TYPE I
Cissell 2	L369692	1 New Main St Louisville, Ky 10000	LICENSED TYPE II

The All STARS Documents page includes the Provider Information panel for the selected provider and the All STARS Documents Information panel with a grid displaying each submission. Click a Submission ID link to view the documents associated with that Standards Checklist or AQR.

All STARS Documents

Provider Information

Provider Name: Cissell - 5.11 - Lic CLR: L369644
 Address: 1 Main St Change Type: LICENSED
 Louisville, KY 10000

All STARS Documents Information

Submission ID	Submission Type	Submission Status	Submission Date
20810	Annual Quality Review	Submitted	7/18/2023
101260	Reevaluation - DCC Request	Accepted	3/7/2023
20791	Reevaluation - Provider Request	Accepted	2/3/2020
10549	Reevaluation - DCC Request	Accepted	2/5/2019
348	Renewal	Accepted	6/7/2018

The All STARS Documents grid lists each uploaded file associated with the selected submission. Click a View link to display the document.

All STARS Documents					
	Document Name	Document Type	Domain	Standard	Upload Date
View	test.docx	DOC	Domain A	A4	2/3/2020
View	test.docx	DOC	Domain A	A5	2/3/2020
View	test.docx	DOC	Domain A	A7	2/3/2020
View	test.docx	DOC	Domain A	A11	2/3/2020
View	test.docx	DOC	Domain C	C3	2/3/2020
View	test.docx	DOC	Domain D	D3	2/3/2020

Correspondence

An electronic copy of correspondence regarding the All STARS program is available on the All STARS Correspondence page. Also included are PDF versions of Standards Checklists, PDF versions of AQRs, latest All STARS certificate, and PDF versions of the Opt-In/Opt-Out forms. Select a provider in the Assigned Providers grid on the Home page, then click Correspondence in the left menu.

ALL STARS

- Request Re-evaluation
- Documents
- Correspondence
- Opt-Out
- Opt-In

Assigned Providers					
	Provider Name	CLR	Address	Type	
Opt-Out	Cissell - 5.25	L369866	1 Location Address Locationstreet2 Louisville, Ky 10000-1111	LICENSED TYPE I	
Opt-In	Cissell 2	L369692	1 New Main St Louisville, Ky 10000	LICENSED TYPE II	

The All STARS Correspondence page includes the Provider Information panel for the selected provider and the All STARS Forms History panel. Select an option from the Submission/Correspondence dropdown. Optional From Date and To Date fields display for all options except All STARS Certificate. Click the Show History button to display associated correspondence.

Correspondence

Provider Information

Provider Name: Cissell - 5.11 - Lic **CLR:** L369644
Address: 1 Main St Change Louisville, KY 10000 **Type:** LICENSED

All STARS Forms History

*Submission/Correspondence: Select One From Date: To Date:

Select One

Standards Checklist

Annual Quality Review

All STARS Certificate

Opt-In/Opt-Out

Correspondence

[Show History](#)

Click a View link to display the correspondence or submission.

Correspondence		
	Correspondence Type	Sent Date
View	All STARS Level 3 Approval	8/30/2023
View	DCC-430 Quality Rating Summary Report	8/30/2023
View	All STARS Award Remittance	8/30/2023
View	All STARS Award Remittance Notice	8/30/2023
View	DCC-88 Child Care Service Appeal	6/20/2023
View	DCC-108 Notice of Adverse Action	6/20/2023

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 submit an Opt-Out request. DCC will determine whether to approve or deny the request. Select a provider in the Assigned Providers grid on the Home page, then click Opt-Out in the left menu.

ALL STARS

- Request Re-evaluation
- Documents
- Correspondence
- Opt-Out
- Opt-In

Assigned Providers					
	Provider Name	CLR	Address	Type	
Opt-Out	Cissell - 5.25	L369866	1 Location Address Locationstreet2 Louisville, Ky 10000-1111	LICENSED TYPE I	
Opt-In	Cissell 2	L369692	1 New Main St Louisville, Ky 10000	LICENSED TYPE II	



The Opt-Out Request page is an online version of the DCC-433 All STARS Opt-Out Request. Complete the Reason for Opting out and Verification Statements sections. To submit the request, verify that the information is complete and accurate by checking the checkbox and then click the Submit button. Correspondence will be sent by mail and will be available on the Correspondence page to notify the provider if the request was approved or denied.

All STARS Opt-Out Request

Summary Information

Name of Program: Cissell - 5.11 - Lic County: JEFFERSON
Program Physical Address: 1 Main St Change, Louisville KY 10000
Program Mailing Address: 1 Main St New, Louisville KY 10000
Licensee/Certified Holder Name: Cissell Gov Provider Type: CERTIFIED LICENSED TYPE I LICENSED TYPE II
Phone Number: (222) 222-2222 Email: business@email.com Certificate/License #: L369644

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: steph.drcc Date: 4/30/2024

Opt-In

Any licensed or certified provider who is not currently participating in the All STARS program may submit an Opt-in request. The provider will automatically be approved with an All STARS level 1. Select a provider in the Assigned Providers grid on the Home page, then click Opt-Out in the left menu.

ALL STARS

Request Re-evaluation
Documents
Correspondence

Assigned Providers

	Provider Name	CLR	Address	Type
Opt-Out	Cissell - 5.25	L369866	1 Location Address Locationstreet2 Louisville, Ky 10000-1111	LICENSED TYPE I
Opt-In	Cissell 2	L369692	1 New Main St Louisville, Ky 10000	LICENSED TYPE II

To submit the request, verify that enrollment in the All STARS program is authorized by checking the checkbox and then click the Submit button. Correspondence will be sent by mail and will be available on the Correspondence page to confirm enrollment.

All STARS Opt-In Request

Summary Information

Name of Program: Cissell - 5.10.2, Cert2 County: JEFFERSON
Program Physical Address: 1001 Main St , Louisville KY 00001-0001
Program Mailing Address: 1001 Main St , Louisville KY 00001-0001
Licensee/Certified Holder Name: Cissell - 5.10.2, Cert2 Provider Type: CERTIFIED LICENSED TYPE I LICENSED TYPE II
Phone Number: (111) 111-1111 Email: Certificate/License #: C57321

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: steph.drcc Date: 4/30/2024



The **KICCS HelpDesk** is available to assist with any questions or issues with using the Provider Portal.

- Email: CHFS.KICCSHelpDesk@ky.gov
- Phone: (866)-231-0003 Option 6