

PSS –REQUEST FOR KEYSTONE STARS DESIGNATION AND PROGRAM INFORMATION FORM.

User's Guide

1. INTRODUCTION

All programs requesting to move up in Keystone STARS (or completing their annual review) must complete the Request for Keystone STARS Designation and Program Information Form. Programs completing their annual renewal should complete and submit this document prior to their STAR expiration. During the annual review process, programs should also ensure all information in PELICAN related to their program is accurate and current including age of children accepted, accreditations, contact information, etc. Programs requesting to move up in Keystone STARS can submit this form at any point in their Keystone STARS activity cycle.

The ability to complete, edit, and submit a Request for Keystone STARS Designation and Program Information Form online through Provider Self-Service (PSS) was made available in February 2020. This tip sheet provides information and guidance on submitting a Designation Request online.

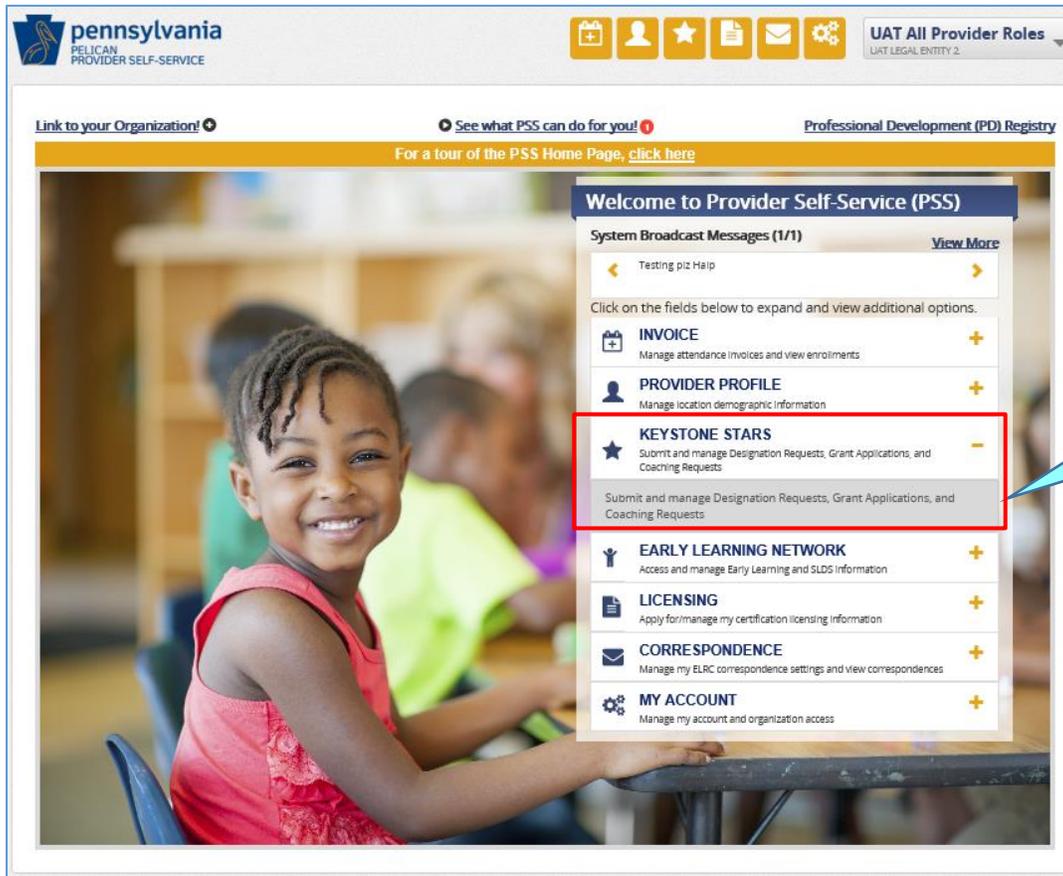
Note that clicking on or hovering over a quick tip icon (🔍) next to an item will provide valuable information about that item.

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2. REQUEST FOR KEYSTONE STARS DESIGNATION AND PROGRAM INFORMATION FORM – GET STARTED

Figure 1. Provider Self-Service Home Page



1 From the **Provider Self-Service Home** page, click the plus (+) sign beside Keystone STARS to expand the box. Next, click on the expanded text to get to the **Keystone STARS Home** page. After clicking on the Keystone STARS text, the **Keystone STARS Home** page will display.

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Figure 2. Keystone STARS Home Page – Collapsed View

View	MPI ID	Location Name	Address	STAR Rating	Designation Expiration Date	Quality Coach	Keystone STARS Participation
<input checked="" type="checkbox"/>	300546720-0011	Uat Grant Location 11	5 May Way, Springtown, Pa, 16501	★★★★★	09/17/2020	t-rkspecsc t-rkspecsc	Active
<input checked="" type="checkbox"/>	300546720-0013	Uat Grant Location 13	7 July Dr, Summertown, Pa, 16501	★★★	09/17/2020	t-rkspecsc t-rkspecsc	Active
<input checked="" type="checkbox"/>	300546720-0014	Uat Grant Location 14	8 August Ln, Summertown, Pa, 16501	★★★★	09/17/2020	t-rkspecsc t-rkspecsc	Active
<input checked="" type="checkbox"/>	300546720-0015	Uat Grant Location 15	9 September St, Autumntown, Pa, 16501	★★★	09/17/2020	t-rkspecsc t-rkspecsc	Active
<input checked="" type="checkbox"/>	300546720-0016	Uat Grant Location 16	10 October Oval, Autumntown, Pa, 16501	★★★	09/17/2020	t-rkspecsc t-rkspecsc	Active

1 Locations for the selected provider are shown here. Up to five locations can be viewed at one time. This list is sorted by Location Name. Locations that are inactive in Keystone STARS will appear at the bottom of the list. The first five locations associated with the Legal Entity are automatically selected when the Home Page first displays. Users can deselect any or all locations and move to another page to select other locations.

2 Move to the next or previous page of locations here, or jump pages by selecting the page number and clicking **GO**.

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- 3 Click **VIEW** after selecting the desired locations.
- 4 Click the text beside any + sign to expand that section or drawer.
- 5 Results can be sorted by: Request ID, Submission Date, Location Name, Status, Grant Type (for Grants only), Area of Service (for Coaching Requests only), or Submitted By.
- 6 Time periods in the dropdown menu are fiscal years (e.g., FY 2018-2019, FY 2019-2020, etc.).
- 7 A number appearing in this area indicates that there is an item under that subject area that needs the provider's attention.

Figure 3. Designation Requests – Expanded View

The screenshot shows the Keystone STARS Home Page. At the top is a navigation bar with links for HOME, INVOICE, CORRESPONDENCE, KEYSTONE STARS, MY ACCOUNT, PROVIDER PROFILE, LICENSING, and HELP. Below the navigation bar is the 'Keystone STARS Home Page' header and a welcome message. The 'My Locations' section contains a table with columns for View, MPI ID, Location Name, Address, STAR Rating, Designation Expiration Date, Quality Coach, and Keystone STARS Participation. Below the table are 'Next', 'Page 1 of 4', and 'Go' buttons, along with a 'VIEW' button. The 'Designation Requests' section is expanded, showing a 'Sort By' dropdown set to 'Request ID' and a 'Time Period' dropdown set to 'FY 2019-2020'. Two request cards are visible: one for 'REQ-000078320' with a 'Withdrawn' status and one for 'REQ-000078503' with an 'Approved' status. A red box highlights the 'CREATE REQUEST' button on the first card, with a callout bubble containing the number '1' pointing to it.

View	MPI ID	Location Name	Address	STAR Rating	Designation Expiration Date	Quality Coach	Keystone STARS Participation
<input checked="" type="checkbox"/>	300546720-0011	Uat Grant Location 11	5 May Way, Springtown, Pa, 16501	★★★★★	09/17/2020	t-rkspccsc t-rkspccsc	Active
<input checked="" type="checkbox"/>	300546720-0013	Uat Grant Location 13	7 July Dr, Summertown, Pa, 16501	★★★	09/17/2020	t-rkspccsc t-rkspccsc	Active
<input checked="" type="checkbox"/>	300546720-0014	Uat Grant Location 14	8 August Ln, Summertown, Pa, 16501	★★★	09/17/2020	t-rkspccsc t-rkspccsc	Active
<input checked="" type="checkbox"/>	300546720-0015	Uat Grant Location 15	9 September St, Autumntown, Pa, 16501	★★★	09/17/2020	t-rkspccsc t-rkspccsc	Active
<input checked="" type="checkbox"/>	300546720-0016	Uat Grant Location 16	10 October Oval, Autumntown, Pa, 16501	★★★	09/17/2020	t-rkspccsc t-rkspccsc	Active

Request ID	Location Name	Status
REQ-000078320	Uat Grant Location 11 5 May Way, Springtown, Pa, 16501 ELRC - 1 STAR 4-Renewal 09/23/2019	Withdrawn
REQ-000078503	Uat Grant Location 15 9 September St, Autumntown, Pa, 16501 ELRC - 1 STAR 3-Move Up 09/24/2019	Approved

- 1 Expand the Designation Requests section and click **CREATE REQUEST**. The **Designation Request: Get Started** page displays.

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Figure 4. Designation Request: Get Started Page

Designation Request: Get Started

[Resources](#) [FAQs](#) [Contact Us](#)

For a tour of the designation request process, [click here](#).

Please select your location from the list below and click GET STARTED to submit a Keystone STARS designation request online.

Current Locations

Below is a list of all locations associated with your organization. If you do not see your location listed below, please contact the [PELICAN Help Desk](#).

Select	MPI ID	Location Name	Address	Provider Type	STAR Rating	Designation Expiration Date
<input type="radio"/>	300546720-0011	UAT GRANT LOCATION 11	5 MAY WAY SPRINGTOWN PA 16501	Family Child Care Home	★★★★★	9/17/2020
<input type="radio"/>	300546720-0013	UAT GRANT LOCATION 13	7 JULY DR SUMMERTOWN PA 16501	Child Care Center	★★★	9/17/2020
<input type="radio"/>	300546720-0014	UAT GRANT LOCATION 14	8 AUGUST LN SUMMERTOWN PA 16501	Family Child Care Home	★★★★★	9/17/2020
<input type="radio"/>	300546720-0015	UAT GRANT LOCATION 15	9 SEPTEMBER ST AUTUMNTOWN PA 16501	Group Child Care Home	★★★	9/17/2020
<input type="radio"/>	300546720-0016	UAT GRANT LOCATION 16	10 OCTOBER OVAL AUTUMNTOWN PA 16501	Child Care Center	★★★	9/17/2020

[Next](#) Page of 4 [Go](#)

1 Select a location by clicking the button.

2 Click **GET STARTED** to continue to the **Confirm Location Details** page.

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3. CONFIRM LOCATION DETAILS

The Confirm Location Details step of the Designation Request flow allows users to confirm details of their provider location.

Figure 5. Confirm Location Details Page

The screenshot shows the 'Confirm Location Details' page. At the top, there is a navigation bar with 'Resources', 'FAQs', and 'Contact Us'. Below this is a progress indicator with nine steps: 1. Confirm Location Details (highlighted with a green checkmark and callout 1), 2. Contact Information, 3. Classroom Information, 4. Operational Information, 5. STAR Level Request, 6. Attestation, 7. E-Signature Authorization, 8. Submission Confirmation, and 9. Supporting Documentation. The main content area is divided into three sections: 'Confirm Location Details' (with a pre-populated address form), 'Provider Information' (with pre-populated fields for MPI ID, Provider Type, and Certificate of Compliance #), and 'Years in Operation' and 'Ages of Children' (with input fields for these values). Callout 2 points to the address form, and callout 3 points to the provider information section.

(screenshot continued below)

- 1 The Wayfinder lets the user know where they are in the process. A **green ✓** beside a step indicates successful completion of the step. A **red X** indicates a failed step.
- 2 These location details will be pre-populated with the location information on file. This information can be modified by contacting the location's Certification representative.
- 3 Provider information such as Master Provider Index (MPI) ID, Provider Type, Certificate of Compliance Number, Years in Operation and information about the children served are also pre-populated from the information on file.

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Figure 6. Confirm Location Details Page (continued)
(screenshot continued from above)

The screenshot displays the 'Confirm Location Details Page' with the following sections and callouts:

- Section 4:** Accreditation Information/Alternate Pathways. A red box highlights the text: "Please indicate the type of accreditations from an accrediting body that this location holds ?". Below this are several checkboxes for accreditation types:
 - ACSI – Association of Christian Schools International (STAR 3)
 - AMI/AMS – American Montessori Internationale Recognition or American Montessori Society Accreditation (STAR 4)
 - COA - Council of Accreditation School Age Child Care Accreditation (STAR 4)
 - NAEYC - National Association for Education of Young Children (STAR 4)
 - NAFCC – National Association for Family Child Care (STAR 4)
 - NECPA – National Early Childhood Program Accreditation (STAR 4)
 - HS/EHS - Head Start/Early Head Start Grantees (STAR 4)
 - 21st Century Community Learning Center (STAR 4)
- Section 5:** A red box highlights the text: "Please attach/upload a copy of your program's current accreditation certification and/or documentation."
- Section 6:** Days and Hours of Operation (required). A table shows the following data:

Day	Session 1 ?		Session 2 ?	
	Start Time	End Time	Start Time	End Time
Monday	07:00 AM	10:00 AM	11:00 AM	4:00 PM
Tuesday	07:00 AM	10:00 AM	11:00 AM	4:00 PM
Wednesday	07:00 AM	10:00 AM	11:00 AM	4:00 PM
Thursday	07:00 AM	10:00 AM	11:00 AM	4:00 PM
Friday	07:00 AM	10:00 AM	11:00 AM	4:00 PM
Saturday	07:00 AM	10:00 AM	11:00 AM	4:00 PM
Sunday	07:00 AM	10:00 AM	11:00 AM	4:00 PM

 An **UPDATE** button is located below the table.
- Section 7:** At the bottom of the page, there are three buttons: **CANCEL**, **SAVE AND QUIT**, and **NEXT**. The **NEXT** button is highlighted with a red box.

4 Indicate the type of accreditation held by the location. Note: This is not a required field.

5 Attach/upload/submit a copy of the location's current accreditation certification and/or documentation.

6 Click **UPDATE** to view and update the days and hours of operation. Note: The Days and Hours of Operation table shown here will only appear for R&R Other providers. Other Providers can update this information through their Provider Profile.

7 Click **NEXT** to move to the next step – **Contact Information**.

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Figure 7. Days and Hours of Operation Modal (Only for R&R Other Providers)

Days and Hours of Operation

Please indicate the hours of operation for your facility in the table below. Enter the location's daily hours of care in Session 1. If the location opens and closes more than one time in a day, enter those hours in Session 2.

Selecting 24 Hour will designate the schedule as open from 6am-6am for that day.

Day	Session 1 ?			Session 2 ?			24 Hour
	Start Time	End Time	Start Time	End Time			
Monday	07 : 00 AM	10 : 00 AM	11 : 00 AM	04 : 00 PM	<input type="checkbox"/>		
Tuesday	07 : 00 AM	10 : 00 AM	11 : 00 AM	04 : 00 PM	<input type="checkbox"/>		
Wednesday	07 : 00 AM	10 : 00 AM	11 : 00 AM	04 : 00 PM	<input type="checkbox"/>		
Thursday	07 : 00 AM	10 : 00 AM	11 : 00 AM	04 : 00 PM	<input type="checkbox"/>		
Friday	07 : 00 AM	10 : 00 AM	11 : 00 AM	04 : 00 PM	<input type="checkbox"/>		
Saturday	07 : 00 AM	10 : 00 AM	11 : 00 AM	04 : 00 PM	<input type="checkbox"/>		
Sunday	07 : 00 AM	10 : 00 AM	11 : 00 AM	04 : 00 PM	<input type="checkbox"/>		

CANCEL **SAVE AND CLOSE**

1 Update days and hours of operation as appropriate.

2 Click **SAVE AND CLOSE** to save changes and return to the previous screen.

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4. CONTACT INFORMATION

The Contact Information step of the Designation Request flow allows the user to confirm the location's contact details.

Figure 8. Contact Information Page

Contact Information [Resources](#) [FAQs](#) [Contact Us](#)

Keystone STARS Designation Request
Sample Location 2

1 2 3 4 5 6 7 8 9
Confirm Location Details Contact Information Classroom Information Operational Information STAR Level Request Attestation E-Signature Authorization Submission Confirmation Supporting Documentation

Contact Information
You have selected to submit a designation request for **Sample Location 2**. Please review and update the contact information we have available on this location below. To designate a primary contact, please contact your [Early Learning Resource Center](#).

Select	Last Name	First Name	Title	Phone Number	Email Address	Primary Contact
<input type="radio"/>	Smith	Jane	Director	555-888-1111	jsmith@samplelocation.com	Y
<input type="radio"/>	Alexander	Caroline	Manager	333-555-3333	calexander@samplelocation.com	N

+ NEW EDIT DELETE

Last Name (required) First Name (required) Title (required)
Phone Number (required) Alternate Number Cell Phone Number
Email Address (required) Fax Number
Address Line 1 (required) Address Line 2 Address Line 3
City (required) State (required) ZIP Code (required)

Contact me about:
 STARS Designation/Renewal Fiscal Monitoring Grant Paperwork
 Coaching Program Quality Assessment Contact

Send me information by: (required)
 Email
 Fax
 Mail

PREVIOUS CANCEL SAVE AND QUIT SAVE NEXT

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- 1** Make sure to complete each step before moving to the next step. Note: The green check mark beside Step 1 indicating successful completion of that step.
- 2** Click the **Select** button beside a name to edit or delete that individual.
- 3** Enter new contact information here.
- 4** Check the box beside a topic to receive information about that topic.
- 5** Indicate the preferred method for receiving information. (This field is required.)
- 6** Click **SAVE** to save any changes made.
- 7** Click **NEXT** to move to the next step – **Classroom Information**.

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5. CLASSROOM INFORMATION

The Classroom Information step of the Designation Request flow allows the user to enter information about the classrooms at their location.

Figure 9. Classroom Information Page

The screenshot shows the 'Classroom Information' page in a web application. At the top, there is a progress bar with 9 steps: 1. Confirm Location Details, 2. Contact Information, 3. Classroom Information (highlighted with a blue callout), 4. Operational Information, 5. STAR Level Request, 6. Attestation, 7. E-Signature Authorization, 8. Submission Confirmation, and 9. Supporting Documentation. Below the progress bar, the page title is 'Classroom Information' with links for 'Resources', 'FAQs', and 'Contact Us'. The main content area is titled 'Classroom Information' and includes a sub-header 'Please update the enrollment overview and classroom overview for your location.' The 'Enrollment Overview' section contains several input fields: 'Number of Classrooms (required)' with value 3, 'Number of children enrolled full time (required)' with value 13, 'Number of children enrolled part time (required)' with value 0, 'Number of children who receive Child Care Works (CCW) (required)' with value 4, 'Number of children who have documented special needs (e.g. IFSF, IEP, etc.) (required)' with value 2, and 'Number of children who are dual language learners (required)' with value 1. The 'Classroom Overview' section features a table with columns: Select, Classroom Name, Age Range, Affiliation Information, Room Capacity, Number of Teachers, and Number of Children Enrolled. The table lists two classrooms: Classroom A (3 Months to 10 Years, Early Head Start, 15 capacity, 3 teachers, 10 enrolled) and Classroom B (5 Years to 7 Years, Early Head Start, 8 capacity, 5 teachers, 1 enrolled). Below the table are buttons for '+ ADD CLASSROOM', 'EDIT CLASSROOM', and 'DELETE CLASSROOM'. The 'New Classroom Entry' section contains form fields for 'Classroom Name (required)' (Session C), 'Age Range (required)' (3 Months to 10 Years), 'Affiliation Information' (Please select all that describe this classroom, dropdown: None), 'Room Capacity (required)' (15), 'Number of Teachers (required)' (3), and 'Number of Children Enrolled (required)' (10). A 'SAVE' button is located below this section. At the bottom of the page, there are navigation buttons: 'PREVIOUS', 'CANCEL', 'SAVE AND QUIT', and 'NEXT' (highlighted with a blue callout).

1

2

3

4

5

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- 1** Update the classroom overview and enrollment overview for the location here. Note: These are required fields.
- 2** Clicking **ADD CLASSROOM** or **EDIT CLASSROOM** expands the form below to allow the user to add or edit classroom information, respectively.
- 3** Complete the required fields (Classroom Name, Age Range, Room Capacity, Number of Teachers, and Number of Children Enrolled) for a new classroom.
- 4** Click **SAVE** to save any edits or newly added information.
- 5** Click **NEXT** to move to the next step – **Operational Information**.

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6. OPERATIONAL INFORMATION

The Operational Information step of the Designation Request flow allows a user to enter information about the operational and quality improvement information at its location.

Figure 10. Operational Information Page

Operational Information [Resources](#) [FAQs](#) [Contact Us](#)

Keystone STARS Designation Request
Sample Location 2

1 2 3 4 5 6 7 8 9

✓ Confirm Location Details ✓ Contact Information ✓ Classroom Information Operational Information STAR Level Request Attestation E-Signature Authorization Submission Confirmation Supporting Documentation

Operational Information

Please provide answers to the following questions.

Director/Owner Involvement

Is the Director/Owner Operator on-site a minimum of 30 hours per week? (required)

Yes No

If site is school age only, is Director on-site a minimum of 5 hours per week?(required)

Yes No N/A

Does the Director/Operator have regular teaching duties? (required)

Yes No

Facility Capabilities

Is there internet access on-site?(required)

Yes No

Is there access to a scanner/fax on-site? (required)

Yes No

Has this site used the Keystone STARS Document Uploader to upload evidence? (required)

Yes No

Turnover

Have you experienced 50% or more staff change?(required)

Yes No

Have you had a change in Director? (required)

Yes No

Has there been a significant fluctuation in enrollment/FTE compared to last Fiscal Year?(required)

Yes No

Has there been a change in funding for slots (Head START, PA Pre-K Counts)? (required)

Yes No

(Screenshot continued below)

- 1 Answer the questions on director/owner involvement, facility capabilities, and turnover. Note: Answers are required for all the questions.

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Figure 10. Operational Information Page (cont.)

(Screenshot continued from above)

The screenshot displays a web form titled "Quality Improvement". It contains two questions with radio button options for "Yes" and "No". Each question has a text input field for details, with a "4000 Characters Remaining" indicator. Below these are several checkboxes for various activities and initiatives. At the bottom, there are four buttons: "PREVIOUS", "CANCEL", "SAVE AND QUIT", and "NEXT".

2 Do you currently use coaches or mentors other than Keystone STARS Quality Coaches? (required)
 Yes No
If yes, please provide details. (required)
[Text Box] 4000 Characters Remaining

Is your program involved in any quality improvement projects other than those for Keystone STARS? (required)
 Yes No
If yes, please provide details. (required)
[Text Box] 4000 Characters Remaining

This site is involved in the following activities and initiatives: (check all that apply) ⓘ

<input type="checkbox"/> NAP SACC-Nutrition and Physical Activity Self-Assessment for Child Care	<input type="checkbox"/> CACFP - Child Adult Care Food Program Participant	<input type="checkbox"/> Multi-Site (Chain or Franchise)
<input type="checkbox"/> Mind in the Making	<input type="checkbox"/> PBIS - Use of Positive Behavior Interventions and Support	<input type="checkbox"/> TEACH/TAP - Teacher Education And Compensation Helps
<input type="checkbox"/> ASQ - Use of After School Quality	<input type="checkbox"/> Keystone Kids Go	<input type="checkbox"/> PA Eco Healthy Child Care
<input type="checkbox"/> Subsidy Infant/Toddler Contracted Slots		

3 [Activity checkboxes]

4 [NEXT button]

- 2** Answer the Quality Improvement questions. If **Yes** is selected for either question, enter details in the text box below the question.
- 3** Click the box beside any activity or initiative the location is involved in.
- 4** Click **NEXT** to move to the next step – **STAR Level Request**.

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7. STAR LEVEL REQUEST

The STAR Level Request step of the Designation Request flow allows the user to select the STAR level it is requesting or renewing.

Figure 11. STAR Level Request Page

STAR Level Request [Resources](#) [FAQs](#) [Contact Us](#)

Keystone STARS Designation Request
Sample Location 2

STAR Level Request

You have requested to submit a designation request for **Sample Location 2**. Please review the descriptions of the different STAR Levels below and select which level you think fits best for your location. Your Quality Coach will work with you after your request has been submitted to verify the STAR level.

This Location's Current STAR Level: STAR 2

Select	STAR Level	Description
<input type="radio"/>	STAR 1	<p>What to expect from a STAR 1 program: Certification and Compliance</p> <ul style="list-style-type: none"> A Department of Human Services Child Care Certificate of Compliance Or Department of Education Private Academic School license in good standing
<input checked="" type="radio"/>	STAR 2	<p>What to expect from a STAR 2 program: Required Performance Standards</p> <ul style="list-style-type: none"> Meet all requirements of a STAR 1 program, plus Staff are registered and active in the Professional Development Registry and develop individualized training and education goals. Pennsylvania's Early Learning Standards are used as a resource for staff to support planning and documentation of children's learning. Lesson plans reflect a balance of activities that support developmentally appropriate learning through play. A research-based developmental screening tool is used within 45 days of enrollment to identify children who may need additional evaluation and/or intervention strategies. Families are encouraged to be actively involved with the program in the education of their child.
<input type="radio"/>	STAR 3	<ul style="list-style-type: none"> Meet all requirements of a STAR 1 and 2 program, plus Meet minimum threshold scores in a Program Quality Assessment during which the teacher-staff interactions and classroom environment are observed. Staff have individualized professional development plans which support their educational and career development goals. Obtain a minimum percentage of points in quality indicators that cover staff qualifications and professional development, the early learning program, leadership and management, and relationships with families and communities. Ongoing quality improvement activities through which programs can earn points include: <ul style="list-style-type: none"> Staff are enrolled in or have completed their next level of education. Staff have taken professional development in relevant topics such as inclusion, positive interactions, dual language learners, child assessment, and screening and curriculum. Program uses a developmentally appropriate curriculum, which includes activities that are responsive to changing interests of young children, aligns with the PA Early Learning Standards, and includes a balance of active and passive activities. Observation-based assessments of children are completed and used to inform curriculum instruction, individual child planning, and referrals to community agencies. Family conferences are held twice annually with families and offer a time to discuss the child's progress as well as the family's goals for their child. Family engagement activities are offered during which families have opportunities to attend educational workshops, become involved in policy and programming decision making and networking. Program leadership is enrolled in or has completed the PA Director's Credential Coursework. Staff receive employee benefits, paid planning time, and have opportunities to network during monthly staff meetings. <p>Read Less</p>
<input type="radio"/>	STAR 4	<p>What to expect from a STAR 4 program: Process Quality Performance Standards</p> <ul style="list-style-type: none"> Meet all requirements of a STAR 1 and 2 program, plus Meet higher than minimum threshold scores in a Program Quality Assessment during which the teacher-staff interactions and classroom environment are observed. Staff have individualized professional development plans which support their educational and career development goals. Obtain a higher percentage of points in quality indicators that cover staff qualifications and professional development, the early learning program, leadership and management, and relationships with families and communities. Ongoing quality improvement activities through which programs can earn points include: <ul style="list-style-type: none"> Staff are enrolled in or have completed their next level of education. Staff have taken professional development in relevant topics such as inclusion, positive interactions, dual language learners, child assessment, and screening and curriculum. Program uses a developmentally appropriate curriculum, which includes activities that are responsive to changing interests of young children, aligns with the PA Early Learning Standards, and includes a balance of active and passive activities. Observation-based assessments of children are completed and used to inform curriculum instruction, individual child planning, and referrals to community agencies. Family conferences are held twice annually with families and offer a time to discuss the child's progress as well as the family's goals for their child. Family engagement activities are offered during which families have opportunities to attend educational workshops, become involved in policy and programming decision making and networking. Program leadership is enrolled in or has completed the PA Director's Credential Coursework. Staff receive employee benefits, paid planning time, and have opportunities to network during monthly staff meetings. <p>Read Less</p>

PREVIOUS
CANCEL
SAVE AND QUIT
NEXT

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- 1 Check the box next to the appropriate STAR level for the requested STAR level, or for a renewal, for the existing STAR level.
- 2 A description of each STAR level is provided in this column. Please contact your Quality Coach for the most current information regarding STARS standards.
- 3 Click **NEXT** to move to the next step – **Attestation**.

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8. ATTESTATION

The Attestation step of the Designation Request flow allows the user to confirm the attestation details for its designation request.

Figure 12. Attestation Page

Attestation [Resources](#) [FAQs](#) [Contact Us](#)

Keystone STARS Designation Request
Sample Location 2

1 2 3 4 5 6 7 8 9
Confirm Location Details Contact Information Classroom Information Operational Information STAR Level Request Attestation E-Signature Authorization Submission Confirmation Supporting Documentation

Attestation for All Keystone STARS Providers

In order to receive your STAR Designation Certificate, please read and complete the following attestation. The person who signs this document is the individual legally authorized to represent the child care provider. By completing and signing this form, you attest that you have reviewed and accept the terms of the Keystone STARS Status, Review, Suspension, and Removal Process.

- I agree to abide by the Keystone STARS Performance Standards for the current STAR Designation and I understand the status of my Program's STAR Designation may be reviewed, reduced, suspended, or removed if I am not meeting the Keystone STARS Performance Standards and/or other conditions listed in the attached STAR Status Review, Reduction, Suspension and Removal Process. (required)
- I understand that the ELRC reserves the right to review my Program's STARS status and share information with the DHS Regional Certification Office or Department of Education. (required)
- I understand that my Program's STAR Designation may be suspended or removed if DHS initiates an Injunction, Emergency Removal, or issues a Provisional Certificate of Compliance (for programs with DHS Certificate of Compliance). (required)
- I understand that my Program's STAR Designation may be suspended or removed if the Department of Education revokes my private academic license (for programs with private academic license). (required)
- I agree that, as applicable if the DHS Regional Certification Office initiates an action to revoke or refuse to renew my Program's DHS Certificate of Compliance, that my STAR Designation will be suspended or removed. I understand that the STAR Designation will be suspended whether or not my Program appeals the DHS Regional Certification Office's action. (required)
- I agree that, if my Program's STAR Designation is suspended or removed, my Program may not advertise as a STARS child care provider, I will not receive grant/award funds, and my Program's STAR Designation will be removed from DHS's COMPASS website. The STAR Designation may be reinstated upon my Program's correction of the noncompliance with DHS regulations, regaining private academic license or upon meeting the Keystone STARS Performance Standards. (required)
- I understand that false statements made herein are subject to the penalties of 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities). (required)

(Screenshot continued below)

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Figure 12. Attestation Page (cont.)

(Screenshot continued from above)

The screenshot displays a list of seven statements, each preceded by an unchecked checkbox. The statements are:

- I will provide assurance that I will participate in evaluation activities, if selected to participate. (required)
- I will provide researchers with access, consistent with the requirements of all applicable Federal, State, and local privacy laws, to data so that they can analyze the State's quality improvement efforts and answer key policy and practice questions. (required)
- I agree to cooperate with the ELRC, Keystone STARS Evaluators, and other DHS and PDE agents in providing access to examine the child care provider, records, and documents that pertain to the STAR Designation. I further consent to review and release information for the STAR Designation to DHS and its agents. (required)
- I understand that DHS has contracted with several established entities to be their agents in administering and implementing the Keystone STARS program. The information I provide to DHS and its agents as a participant in the Keystone STARS program is shared among these agents for research and evaluation purposes, monitoring compliance, and development of the Keystone STARS program. (required)
- My Program information is entered into a database that is accessible only to DHS and its agents. I affirm that I will cooperate with DHS and its agents. (required)
- I attest that all classrooms where children are enrolled meet DHS regulations at all times, regardless of affiliation with other organizations, such as PA Department of Education and Head Start. (required)
- I understand that if my program loses accreditation status as an approved Alternate Pathway Designation, my program's STAR level will be reduced to the corresponding STAR level to which my program meets the Keystone STARS Performance Standards. (required)

At the bottom of the form, there are four buttons: PREVIOUS, CANCEL, SAVE AND QUIT, and NEXT. The NEXT button is highlighted with a red border and a callout bubble containing the number 2.

1 Check the box beside each statement. All of the boxes must be checked for successful completion of this step.

2 Click **NEXT** to move to the next step – **E-Signature Authorization**.

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9. E-SIGNATURE AUTHORIZATION FOR SUBMISSION

The E-Signature Authorization step of the Designation Request flow allows the user to sign the Designation Request.

Figure 13. E-Signature Authorization

The screenshot shows the 'E-Signature Authorization' page for a 'Keystone STARS Designation Request' at 'Sample Location 2'. A progress bar at the top indicates steps 1 through 9, with step 7, 'E-Signature Authorization', highlighted in blue. Below the progress bar, steps 1-6 are marked with green checkmarks: 1. Confirm Location Details, 2. Contact Information, 3. Classroom Information, 4. Operational Information, 5. STAR Level Request, and 6. Attestation. Step 7 is the current step, followed by 8. Submission Confirmation and 9. Supporting Documentation. The main content area includes a paragraph of legal text, a checkbox with the text 'I hereby declare that the information given in this request is true to the best of my knowledge. (required)', a note that the checkbox must be selected, a 'Security Question' field with the text 'What is your favorite author's last name? (required)', a 'Submission Comments' text area, and a '3500 Characters Remaining' indicator. At the bottom, there are four buttons: 'PREVIOUS', 'CANCEL', 'SAVE AND QUIT', and 'SUBMIT'. Four numbered callouts are present: 1 points to the declaration checkbox, 2 points to the security question input field, 3 points to the submission comments text area, and 4 points to the 'SUBMIT' button.

- 1 Check the declaration checkbox to verify the information.
- 2 Answer the security question with the response selected when the account was set up.
- 3 Provide additional comments, if desired.
- 4 Click **SUBMIT** to submit the Designation Request. The Designation Request is sent to the ELRC Designation Request Inbox in PELICAN Keys to Quality (KTQ). After clicking **SUBMIT**, the user is taken to the **Submission Confirmation** page.

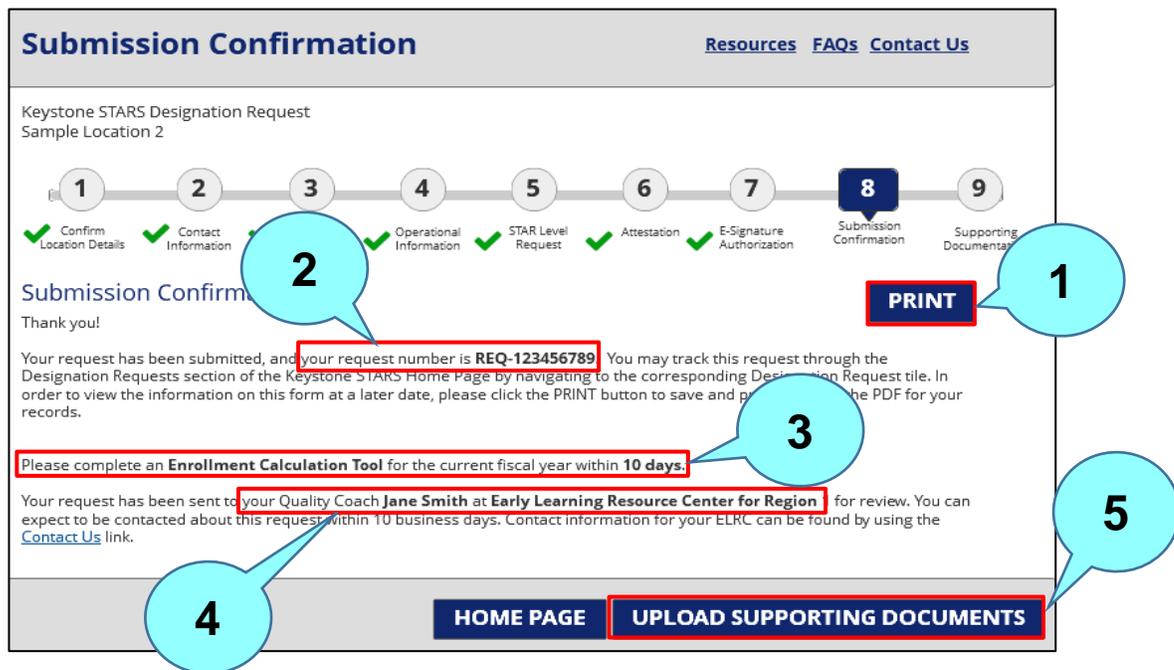
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10. SUBMISSION CONFIRMATION

The Submission Confirmation step of the Designation Request flow allows the user to view the submission details of its Designation Request.

Figure 14. Submission Confirmation Page



- 1 Click the **PRINT** button to print the Designation Request submission. Note: When the **PRINT** button is clicked, the entire application is downloaded as a printer-friendly PDF file that can be saved and printed.
- 2 This is the assigned request number for the Designation Request.
- 3 Reminder to complete an **Enrollment Calculation Tool** for the current fiscal year within 10 days of submitting the Designation Request.
- 4 The assigned Quality Coach's name displays here.
- 5 Click **UPLOAD SUPPORTING DOCUMENTS** to move to the **Supporting Documentation** page.

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11. SUPPORTING DOCUMENTATION

The Supporting Documentation step of the Designation Request flow allows the user to upload supporting documents for its Designation Request and to view previously uploaded documentation.

Note: The PSS document upload process is different than the SMART document uploader. The SMART document uploader is for evidence being submitted to meet specific STARS standards and indicators of the standards, i.e., the policy handbook.

Figure 15. Supporting Documentation Page

The screenshot shows the 'Supporting Documentation' page for a Keystone STARS Designation Request. At the top, a progress bar indicates the current step (9) is 'Supporting Documentation', with previous steps (1-8) marked as complete. The page content includes instructions for uploading documents, a table of previously uploaded files, and buttons for navigation and saving.

1 Supporting Documentation

You have requested **STAR Level 3 for Sample Location 2**. To complete this request, your Quality Coach will need to review the relevant supporting documentation and evidence for the STAR level you have selected. Providers with a PDE Private Academic School License are asked to include the license as part of their application.

Upload only information related to your program's request for STAR Designation, such as a copy of Accreditation/Alternate Pathways certificate or PA PDE private academic license. Documentation that serves as evidence in meeting the Keystone STARS Performance Standards will be uploaded through the SMART document uploader, which is a separate database.

2 Instructions to Manage Documents:

1. Select the document type from the dropdown.
2. Click the ADD DOCUMENT button and a new window will appear.
3. Select the correct file folder on your desktop/laptop and attach the desired document.
4. To add additional documents, select the document type from the dropdown and select the ADD DOCUMENT button. Please see file formats and size restrictions below.
5. If you wish to delete a file, click the trash can icon next to the file.
6. Once you are done, click the SAVE button.

3 File Formats Accepted: JPEG, BMP, PNG, Excel, Word, and PDF.
Maximum File Size: 10 MB.

Note: Microsoft Word and Excel files with a .doc or .xls extension cannot be uploaded. In order to convert these files to compatible formats, ensure that while saving the document on your desktop, the 'Save as type' is either .docx or .xlsx. Additionally, files may also be converted to PDF by selecting PDF(*.pdf) from the 'Save as type' dropdown list.

Document Type	File Name	Date Uploaded	Uploaded By	Size
ELRC Requested	Certificate1	1/30/2019	c-bobross	2.1 MB

4

5 Select Document Type... **6** ADD DOCUMENT

7 PREVIOUS QUIT SAVE

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- 1 Identifies what the supporting documentation is for.
- 2 This section provides instructions for document upload process.
- 3 File formats accepted for upload include the following: JPEG, BMP, PNG, Excel, Word, and PDF. The maximum file size for upload is 10 MB.
- 4 Documents that have already been uploaded are listed here. Note: A document can be deleted by clicking the trash can icon at the end of the row.
- 5 Select the type of document being uploaded from the dropdown menu. Valid document types for a Designation Request include Staff Transcripts, Designation Request Form, Continuous Quality Improvement (CQI) Plan, Professional Development and Staff Qualifications Grid, and ELRC Requested.
- 6 Click **ADD DOCUMENT** to open File Explorer to select the document to be uploaded.
- 7 Click **SAVE** to upload the document. After clicking **SAVE**, the user will receive confirmation that the document was successfully uploaded.

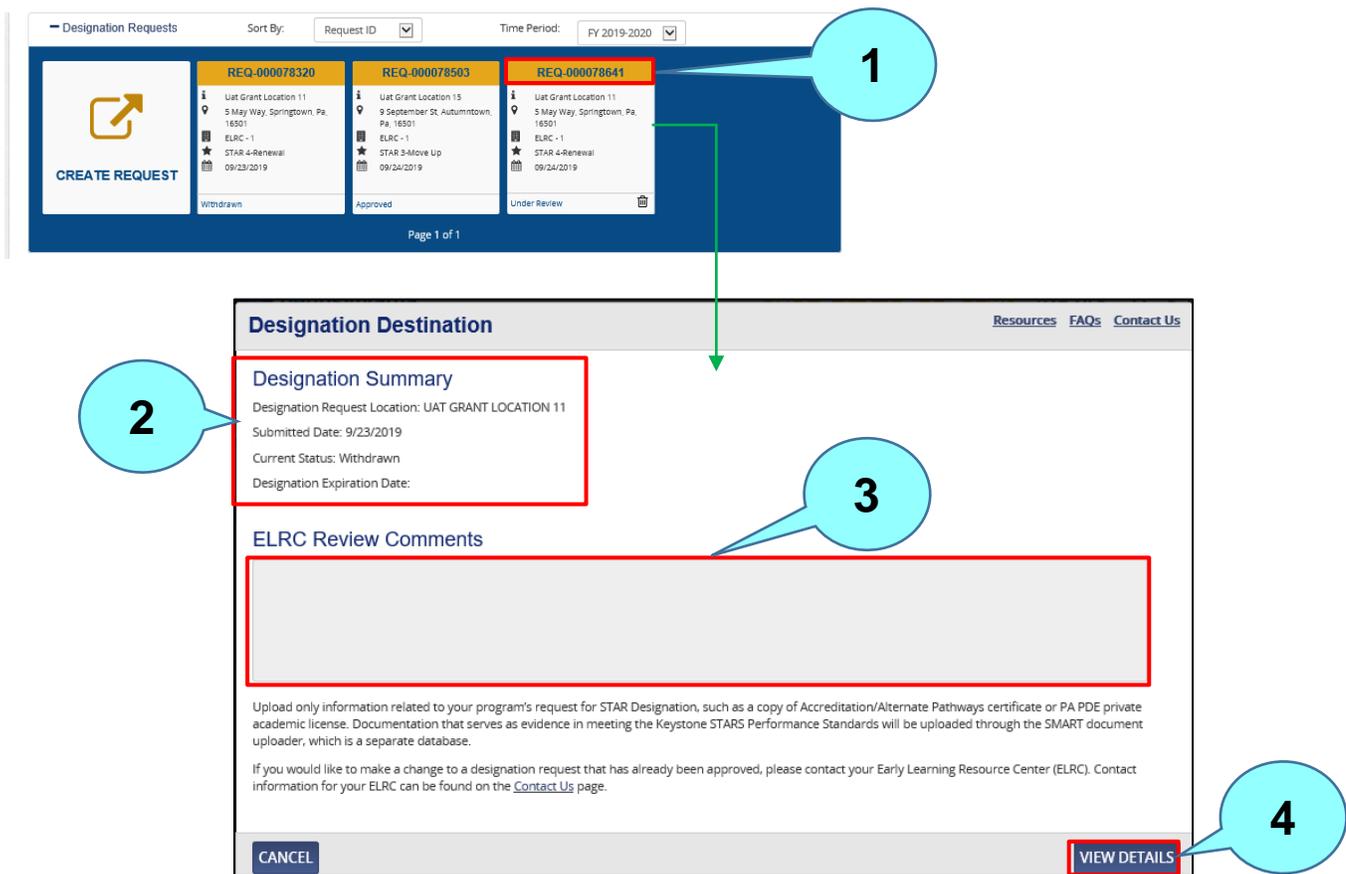
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12. DESIGNATION DESTINATION

The Designation Destination page allows the user to confirm the details and updates on the location's Designation Request. It is accessed by clicking on the Designation Request ID on an existing Designation Request tile in PSS.

Figure 16. Designation Destination Page



- 1 Click on the Designation number hyperlink.
- 2 Summary of the Designation Request including the location, submitted date, current status, and designation expiration date, if available.
- 3 The ELRC review comments will display here.
- 4 Click **VIEW DETAILS** to review the details of the Designation Request. Clicking **VIEW DETAILS** will take the user to the **Confirm Location Details** page.

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13. NEXT STEPS

After the provider submits its Designation Request through PSS, the Designation Request is sent to the **Designation Request Inbox** in **Keys to Quality (KTQ)** system, where it will be retrieved, reviewed, and acted on by the provider's Quality Coach at the Early Learning Resource Center (ELRC). The provider can track this request through the **Designation Request** section of the **Keystone STARS Home** page.

Figure 17. Designation Request Status Information

REQ-000076943	REQ-000078405	REQ-000080847	REQ-000080915
<ul style="list-style-type: none"> Uat Location 2 88 Green St, Erie, Pa, 16501 ELRC - 1 STAR 3-Move In 09/17/2019 	<ul style="list-style-type: none"> Uat Location 2 88 Green St, Erie, Pa, 16501 ELRC - 1 STAR 3-Renewal 09/25/2019 	<ul style="list-style-type: none"> Uat Location 15 77 Orange St, Town, Pa, 16501 ELRC - 1 STAR 3-Move Up 10/08/2019 	<ul style="list-style-type: none"> Uat Location 2 88 Green St, Erie, Pa, 16501 ELRC - 1 STAR 3-Move In 10/08/2019
Approved	Withdrawn	Under Review	Approved

- 1 This is the Designation Request number assigned to your Designation Request. Click the to Designation Request number to view more details about the Designation Request.
- 2 The status of the Designation Request is shown here. Designation Request statuses include the following:

Status	Description
In Progress	The request is currently in progress and has not been submitted to the ELRC.
Under Review	The request has been submitted and is being reviewed by the ELRC.
Pending	The request has been approved by the ELRC in the Designations Inbox, but the provider has not yet undergone the pre-designation process.
Withdrawn	The request has been withdrawn by the provider, prior to its approval.
Approved	The request has been approved by the ELRC.
Returned	The request has been reviewed by the ELRC and returned to the provider to make updates and re-submit.
Disapproved	The request was declined by the ELRC.

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14. ALERTS AND EMAIL NOTIFICATIONS

Below is a list of PSS alerts and email notifications that the location may receive related to its Designation Request.

Figure 18. Designation Request Alerts and Email Notifications

Trigger	Notification Text	Notification Mechanism	Audience	Clearing Condition
Designation request has been approved by ELRC	Your Designation Request for <STAR Level> for <Provider Location Name> has been approved	Email	PSS – Manage Keystone STARS Requests	N/A
Designation request has been returned by ELRC	Your Designation Request for <STAR Level> for <Provider Location Name> has been returned. More action is required if you would like to continue with this request. Details about why this as returned can be found by viewing your Designation Request in PSS. Please contact your Quality Coach if you have questions.	Email	PSS – Manage Keystone STARS Requests	N/A
Designation request has been disapproved by ELRC	Your Designation Request for <STAR Level> for <Provider Location Name> has been disapproved. Details about why this was disapproved can be found by viewing your Designation Request in PSS. Please contact your Quality Coach if you have questions.	Email	PSS – Manage Keystone STARS Requests	N/A
Designation is nearing expiration – 30 days prior to the expiration date	Your Designation for <Provider Location Name> will expire on <Designation Expiration Date>. Please submit a Keystone STARS Designation Request.	Alert	PSS – Manage Keystone STARS Requests	The alert will be cleared when the user submits a Designation Request for the Location or the current Designation expires.
Designation is nearing expiration – 60 days prior to the expiration date	Your Designation for <Provider Location Name> will expire on <Designation Expiration Date>. Please submit a Keystone STARS Designation Request.	Alert	PSS – Manage Keystone STARS Requests	The alert will be cleared when the user submits a Designation Request for the Location or the current Designation expires.
Designation is nearing expiration – 90 days prior to the expiration date	Your Designation for <Provider Location Name> will expire on <Designation Expiration Date>. Please submit a Keystone STARS Designation Request.	Alert	PSS – Manage Keystone STARS Requests	The alert will be cleared when the user submits a Designation Request for the Location or the current Designation expires.

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