Guidelines for Scoring

To use the QMT for scoring a team or site on the quality standards – e.g. as part of self-monitoring or a monitoring visit – follow the steps below.

(A) Rating the descriptors

1) Record your supporting evidence – anecdotal notes or other information collected – on the page for the corresponding quality standard(s).

2) To evaluate each standard, first read the row of descriptors that follow it. You’ll see that each descriptor falls into 3 levels—“1” “3” or “5.” Based on the evidence you have gathered, place a check mark in ONE box – 1, 3, or 5 – for each descriptor:

   To rate the descriptor a 5, you must have observed and documented at least two positive examples of that particular descriptor, and no negative examples (i.e., you did not observe any interactions that would qualify for a 1 in that row).

   To rate the descriptor a 3, you must have observed and documented a combination of at least one positive and one negative example.

   To rate the descriptor a 1, you must have observed and documented at least two negative examples of that descriptor and no positive examples (i.e., you did not observe any interactions that would qualify for a 5 in that row).

NOTES:

• Some of the descriptors have very specific examples of what qualifies as a 1, 3, or 5, such as a number of examples or percentages. In these cases, follow the guidelines within the descriptor itself rather than the above.

• Descriptors cannot be rated “2” or “4;” i.e., you should not be making any marks in the 2 or 4 column. (Standards can be scored 2 or 4, however – see below.)

• Try to complete every row for every item. If a row of boxes does not apply to the session you are rating for some reason, make a note to that effect next to the row and do not check any boxes in that row.

• There are certain indicators where it may be impossible to observe more than one example of a descriptor. Staff are encouraged to use their best judgment to determine the appropriate box to check, and should support their decision with related observations.

(B) Scoring the quality standards

Based on the boxes you checked in step (A) above, determine the score for that quality standard:

Score of 1 – if more than half of the descriptors are checked in the 1 column, regardless of any level 3 or 5 descriptors that may be checked.

Score of 2 – if at least one of the level 1 descriptors is checked; you may also have a 3 and/or 5 checked.

Score of 3 – if more than half of the level 3 descriptors are checked, and there are no level 1s checked.

Score of 4 – if half or fewer than half of the descriptors are checked level 3, but you also have a 5 checked; no level 1 descriptors are checked.

Score of 5 – if all of the level 5 descriptors are checked and no level 1 or 3 descriptors are checked.