FRC-Q Designation Process

	 Pre-application - this phase could last 6 months to 2 years (or more) Program routinely (at least 1X/year) uses Standards of Quality for Family Strengthening and Support and NH Operational Standards for FRC-Q's and associated tools (participant surveys, staff-self reflection checklists, etc.) to assess quality and modify program to increase quality.
Prepare	 Program seeks technical assistance from NH Children's Trust (Faciliating Organization, FO) periodically Program notes in their periodic self-assessment activities that program meets or exceeds minimum quality in all standards.
	•Program decides they are ready to seek designation.
	• Program requests an orientation session from NH Children's Trust (Facilitating Organization) FRC-Q Specialist
omplete	 FRC downloads application materials at FSNH.org or NHChildrensTrust.org.
Арр	 Completes application and compiles supporting materials.
	 Submits application to NH Children's Trust per application instructions.
Notify	•Chair of WPPC is informed of received application.
Convene	•A Review Team Lead is identified and Team convened with at least 1 member of Team (besides lead) having served on a previous review team When possible, one member of review team should live in locality of FRC whenever possible. Every effort will be made to ensure that at least members of Review Team be certified in the Standards of Quality for Family Strengthening and Support
	•FRC-Q specialist distributes application to review team members at least 2 weeks prior to meeting.
	•Lead will also get dates from members and program to set up a site visit.
Review	•FRC-Q Specialist will coordinate the process for the WPPC and support the program through the site visits and other aspects of process.

Initial App Review	•Review team members should review application materials prior to first meeting.
Meeting #1	 Review team meets, discusses application and tries to reach consensus and determine feedback to provide to the program. Team identifies strengths, concerns, and questions for site visit and if there are questions, or areas needing clarification or information that program should provide before visit - the Team Lead will reach out to advise program of what is needed.
	Review team visits FRC. Completes Site Visit Narrative.
Mtg #2 Site	•Team meets briefly at conclusion of visit to summarize impressions.
Visit	•Team may meet with FRC staff to share initial findings.
Meeting #3	• Within 1 month of site visit, Review team will determine its recommendation to WPPC.
Decision	 Review Team brings recommendation to WPPC at a WPPC meeting. WPPC decides whether to designate program as a Family Resource Center of Quality.
	• FRC will be notified designation decision on behalf of WPPC within 1 week of meeting.
	• If not chosen for designation, FRC will be provided detailed information regarding areas for growth and a referral to technical assistance.
Notification	• If designated, certificate will be issued - good for 3 years.