Capital Quality Validation Guide
For the 2021-22 Program Year

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I. Overview

Each year, child development facility owners, center directors and home providers ("providers") have an opportunity to review for accuracy information that will be included in their facilities' Capital Quality profiles, which are accessed through My Child Care DC. In years when their facilities are eligible to be rated, providers also have an opportunity to review the observation score(s) used to calculate their facilities' Capital Quality ratings and designations and review the calculations for accuracy. Capital Quality designations have not been updated in fiscal year 2022 (FY22) and most information remains the same. That said, facilities may wish to review their Capital Quality profile information to ensure there are no inaccuracies related to their facility information. This review process is referred to as validation.

Validation is a passive process, meaning if a provider does not submit any concerns during the validation period, the Office of the State Superintendent of Education (OSSE) considers the information to be final.

OSSE displays this information (e.g., Capital Quality designation, mission statement, curricula and assessments) on the Capital Quality profile, which is accessed through My Child Care DC. The Capital Quality profile is posted on My Child Care DC for all facilities participating in Capital Quality, including Pilot, Group Two, Group Three, Group Four and Group Five facilities.

Facilities' effective Capital Quality designations for subsidy reimbursement rates for the next fiscal year, FY23 from Oct. 1, 2022 through Sept. 30, 2023, are based on:
- The most recent observation-based Capital Quality designation (i.e., Capital Quality designation based on rating calculated using up to two years of valid observation data) for **all facilities**;
- The hold harmless policy for **Group Four** facilities expires on Sept. 30, 2022. Refer to the Capital Quality technical guide for more information on the hold harmless policy.

Providers may contact CapitalQuality@dc.gov with any questions regarding their facilities' effective Capital Quality designations for subsidy reimbursement rates for the next fiscal year.

A. Validation of Capital Quality Profile

During validation, providers have an opportunity to review information on their facilities' Capital Quality profiles that are posted on My Child Care DC. The following information is available for review for accuracy:
- Point of contact for the facility;
- Contact type (e.g., owner/director, center director, home provider, other);
- Phone;
- Email address;
- Link to facility website;
- Accreditation type;
- Accreditation expiration date;
- Mission statement;
- List of research-based curricula used;
- List of research-based assessments used; and
- Whether teachers have paid planning time outside of classroom hours.

NOTE: For facilities that have already been rated using up to two years of valid observation data, current year and previous year Infant/Toddler Environment Rating Scale (ITERS), Family Child Care Environment Rating Scale (FCCERS) and/or Classroom Assessment Scoring System Pre-K (CLASS Pre-K) scores used to calculate the most recent observation-based Capital Quality designation were reviewed for accuracy during the 2018-19 and 2020-21 program year validation periods, in fall 2019 and 2021, respectively. This previously validated information is currently displayed on the Capital Quality profile on My Child Care DC; because this information will continue to be displayed on the Capital Quality profile, it will be displayed during the 2021-22 program year validation period for reference.

II. Validation Process

A. Authorized Representative

Each facility's authorized representative is the point of contact the licensee/provider submitted to the OSSE Division of Early Learning (DEL) licensing and compliance unit. The point of contact submitted to the licensing and compliance unit is typically the owner/director, center director or home provider of the child development facility.

Each facility's authorized representative is the only Quickbase user who has access to the validation section of the Continuous Quality Improvement Plan (CQIP) Quickbase application ("app"). The authorized representative is given access to review for accuracy information that will be included in the facility's Capital Quality profile, which is accessed through My Child Care DC. If the facility is eligible to be rated using one year of valid observation data, the authorized representative is also given access to review the observation score(s) used to calculate their facility's Capital Quality rating and designation and review the calculation for accuracy.

The authorized representative is responsible for submitting any concerns about the accuracy of the information reviewed during the validation process.

If the licensee/provider wants to designate a different authorized representative than the current point of contact submitted to the OSSE DEL licensing and compliance unit, the licensee/provider must designate another authorized representative in writing (via email) to Validation.OSSE@dc.gov.

If the licensee/provider wants to give additional individuals (e.g., executive director, facility owner or co-owner, assistant director) access to view the validation section of the CQIP Quickbase app, the licensee/provider can designate one or more delegate authorized representatives. Delegate authorized representatives can view the validation section of the CQIP Quickbase app but *cannot* **submit concerns.** To designate one or more delegate authorized representatives, the licensee/provider must submit a request in writing (via email) to Validation.OSSE@dc.gov.

B. Quickbase Application

Validation of information on Capital Quality profiles and, for facilities eligible to be rated using one year of valid observation data, the Capital Quality ratings and designations takes place in the CQIP Quickbase app. The CQIP Quickbase app is a secure, online database. Each facility's authorized representative is the only Quickbase user who has access to the validation section of the CQIP Quickbase app, unless the

licensee/provider designates one or more delegate authorized representatives. Additional facility staff may have access to other sections in the CQIP Quickbase app, such as general program information, the facility's CQIP and site visit notes from quality facilitators; these other users cannot access the validation section of the CQIP Quickbase app.

C. Validation Timeline

The 2021-22 validation process will occur from **Aug. 22-Sept. 16, 2022**

All submissions of concerns about accuracy of information are due by **5 p.m. on Sept. 2, 2022.** OSSE will respond by Sept. 16, 2022 to all concerns raised. It is critical authorized representatives adhere to the Sept. 2, 2022 deadline; OSSE will not respond to concerns raised after 5 p.m. on Sept. 2, 2022.

Table A shows each component of the validation timeline.

As a reminder, validation is a passive process, so no submissions are required.

Table A. Validation Timeline

Timeline	Action
Aug. 22, 2022	Validation period begins.
Aug.22-Sept. 2, 2022	Authorized representatives (and any delegate authorized representatives) can review information for accuracy. Only the authorized representatives can submit concerns (if there are any) related to the accuracy of the information they are reviewing. **Note: No action is required during this time if the information is accurate.**
Sept. 2, 2022, 5 p.m.	Validation period for authorized representatives closes. Deadline for authorized representatives to submit any concerns (none are required).
Sept. 3-16, 2022	Authorized representatives review any updated information.
Sept. 16, 2022	OSSE response period closes.

D. Directions for Validation

Authorized representatives should follow the directions below for validation to review facilities' information on Capital Quality profiles and, for facilities eligible to be rated using one year of valid observation data, the Capital Quality ratings and designations. Screenshots are provided to walk-through the validation process in the CQIP Quickbase app.

1. Log in to the CQIP Quickbase app.

Each authorized representative will receive an email with a link to the CQIP Quickbase app in August 2022. The email will be from OSSE staff with the subject line: "Quick Base invite to the "CQIP 2021-2022" app."

Open the email from OSSE staff. Click the link in the email to open the CQIP Quickbase app in an Internet browser.

Note: Microsoft Edge (for Microsoft Windows); Safari (for macOS); and Google Chrome (for Microsoft Windows) are preferred Internet browsers. To download the latest versions of these Internet browsers, use this link: help.quickbase.com/user-assistance/browserrequirements.html.

If you are a new user, you will see a page with the title "Sign Up for Quickbase." Complete the fields, read and agree to the terms of service and click "Register."

If you already have a Quickbase account, you will see a page to log in to Quickbase. Enter your email address and password and click "Sign in."

You need to sign in to get to that page.

Username

Password

Sign in

☐ Keep me signed in on this computer

I forgot my password

Not a Quick Base user? Create a log-in.

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After you register or sign in, you will see the CQIP Quickbase app home page.

2.   Forgot your password?

If you forgot your password, click "I forgot my password."

After you click "I forgot my password," you will see a page with the title "Forgot my Password." Enter your email address and click "Reset my Password."

After you click "Reset my Password," you will see a page with the title "Check your email" to review the automatically generated email with instructions to reset your password. Note when the link in the email will expire.
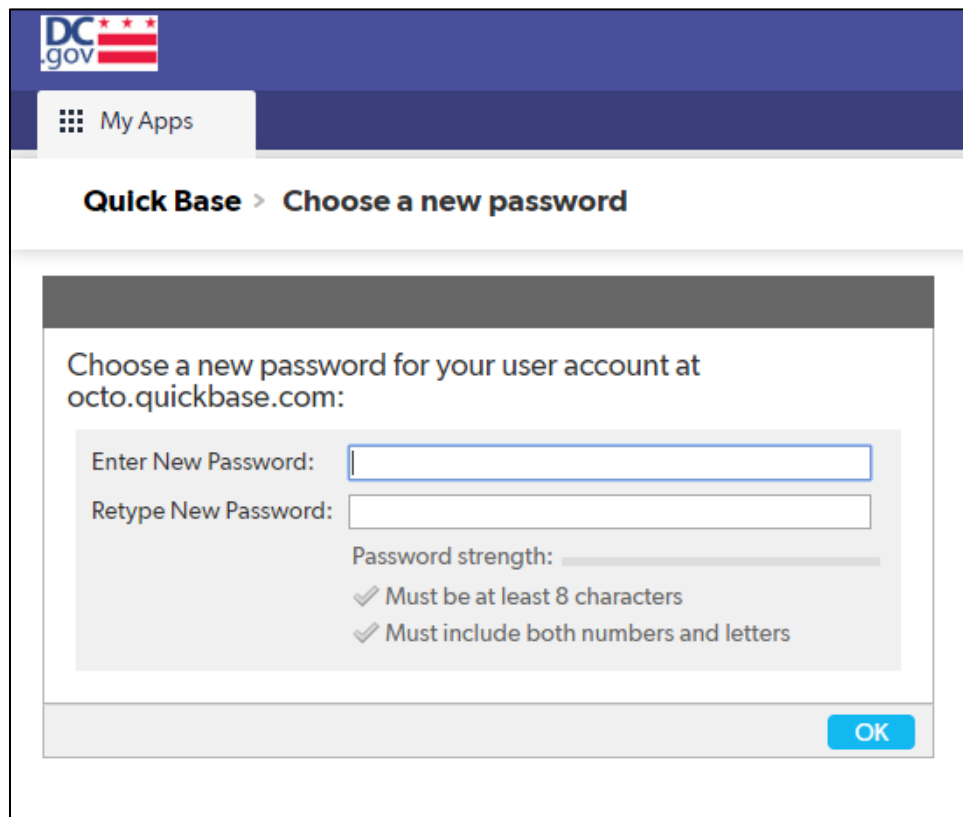
Check your email. Open the email from Quickbase. Click the link in the email to reset your password.
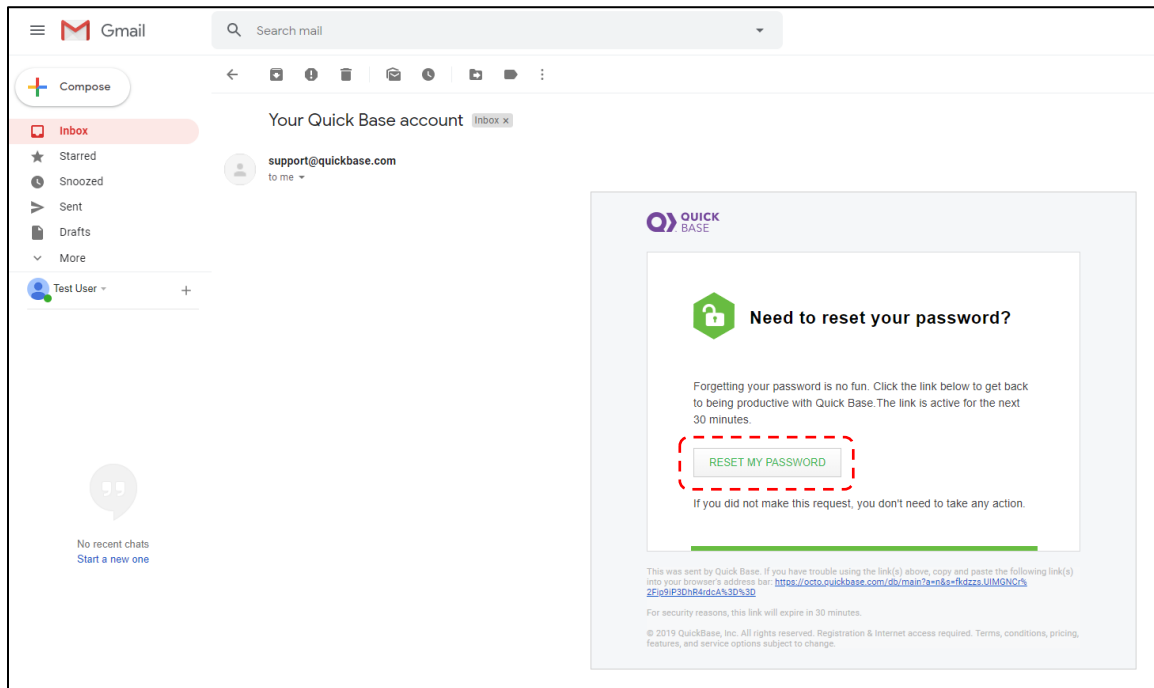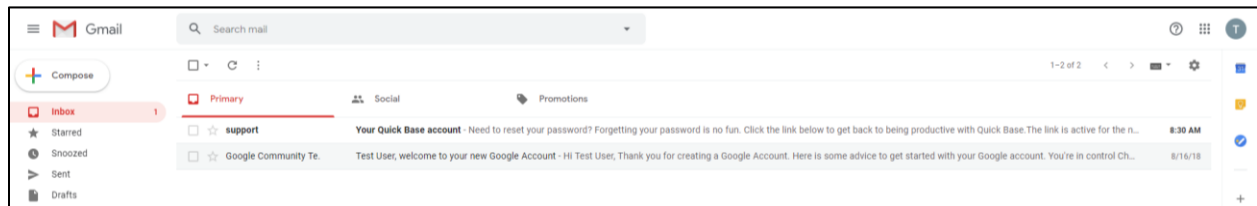
Enter your new password and click "OK."

3. Access the validation section.

On the CQIP Quickbase app home page, click the "Validation" icon to go to the validation section.

After clicking on the "Validation" icon, you will see a list of one or more facilities to which you have access.

4. Access your facility's validation page.

Click on the "View" (eye) icon next to one facility to access that facility's validation page.

After clicking on the "View" (eye) icon, you will see your facility's validation page. This validation page includes general information on validation and a link to validate your facility's information on the Capital Quality profile.

5. Review the information on your facility's Capital Quality profile.

On your facility's validation page, click on "Validate Capital Quality Profile" to review your facility's Capital Quality profile.

After clicking on "Validate Capital Quality Profile," you will see your facility's Capital Quality profile page.

Scroll down the page and review the information in your facility's Capital Quality profile. If all information appears correct, you do not need to take any action. Simply return to the home page.

6. How to submit a concern about your facility's Capital Quality profile.

To submit a concern, scroll down to the bottom of the page and click one row in the Concerns table. Submit one concern for each area you believe is incorrect.

Select the area for which you are submitting the concern from the drop-down menu under the column heading "Concern."

Describe the concern as clearly as possible under the column heading "Please provide details regarding your concern."

Click "Save & close."

Your concern is now submitted. You will see a list of all concerns you submit in the Concerns table.

7. Return to home page.

When you finish submitting any concerns or if you do not have any concerns, scroll to the top of the page and click "Home" to return to the home page.

E. Responding to Concerns

If you submit any concerns, OSSE is automatically notified and OSSE begins the process of responding to concerns. To respond to concerns, OSSE will review all relevant documentation, which may include, but is not limited to:

- Licensing information;
- Calculation of the Capital Quality rating and designation; and/or
- Information in the facility's CQIP.

While responding to concerns, OSSE may contact authorized representatives to clarify information submitted in concerns or provide updates on the status of concerns.

Depending on the nature of concerns, OSSE may take from **10 business days** through the conclusion of the validation period (i.e., Sept. 16, 2022) to respond to concerns. If information is updated in the process of responding to concerns, these updates will be visible to authorized representatives in their facilities' validation section of the CQIP Quickbase app**. Updates will be made to the app each Friday.**

After completing the process, OSSE will update the concerns table detailing whether or not changes have been made to any of the information for that facility. Authorized representatives should review the responses in the concerns table.

III. Technical Assistance

During validation, OSSE will provide technical assistance for authorized representatives. OSSE will offer a recorded webinar and scheduled one-on-one assistance as requested. Personnel will also be available by email, phone and Microsoft Teams to provide technical assistance to authorized representatives. Please see below for additional details on available technical assistance.

A. Recorded Webinar

Validation/CQIP Quickbase App Webinar
OSSE will offer a recorded webinar on the validation process in the CQIP Quickbase app. It is highly recommended that you watch the webinar and submit any questions via email to Validation.OSSE@dc.gov. The webinar will be posted on the OSSE website at osse.dc.gov/page/capital-quality-qris and emailed to authorized representatives at least one week before the validation period begins.

B. Scheduled One-on-One Assistance

OSSE will offer scheduled one-on-one assistance which will be used to answer authorized representatives' questions one-on-one with OSSE staff; signing up for scheduled one-on-one assistance is not mandatory. Authorized representatives for facilities in any type of Capital Quality framework may request assistance during any time slot at the below link.

To schedule one-on-one assistance, sign-up through this link: Email Validation.OSSE@dc.gov with any questions.

After you request scheduled one-on-one assistance, an OSSE staff member will contact you via email within 24-48 hours.

C. Personnel

Quality facilitators and additional OSSE staff will be available to provide technical assistance by phone or remote platforms such as Microsoft Teams or Zoom.

- Quality facilitators are available to assist with **accessing and navigating** the CQIP Quickbase app, webinars or other informational resources during the validation period. Please refer to your assigned quality facilitator for support.

D. Point of Contact

Please email or call the following point of contact with any other questions about Capital Quality.

> **Michele Reid**
> Manager, Building and Sustaining Quality
> Early Care and Education
> CapitalQuality@dc.gov
> (202) 545-7221