Capital Quality Validation Webinar

Sept. 17, 2020

Agenda

- Validation Overview
- Validation Timeline
- Authorized Representative
- Validation Process
  - How to Log In to QuickBase
  - How to Reset Your Password
  - How to Navigate to the Validation Page
  - How to Review Information
  - How to Submit Concerns
- Effective Capital Quality Designations
- Next Steps

Validation Overview

Validation 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 profile, which is accessed through My Child Care DC. 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.**

Update for 2019-2020 Validation

For the 2019-2020 program year, OSSE will not calculate Capital Quality ratings and designations due to suspension of Infant/Toddler Environment Rating Scale-Revised (ITERS-R), Family Child Care Environment Rating Scale-Revised (FCCERS-R) and/or Classroom Assessment Scoring System (CLASS) observations during the coronavirus (COVID-19) public health emergency.

During validation, providers will have the opportunity to **view** their **effective designations for subsidy reimbursement rates** based on the hold harmless policy, which depends upon facilities' group number in Capital Quality (i.e., Pilot, Group Two, Group Three, Group Four or Group Five).

Providers will have the opportunity to validate information on their facilities' Capital Quality profiles.

Areas for Validation: Capital Quality Profile

- Point of contact for the facility;
- Contact type (e.g., owner/director, center director, home provider);
- 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: Current year and previous year ITERS-R, FCCERS-R and/or CLASS scores used to calculate the most recent observation-based Capital Quality designation were reviewed for accuracy during the program year 2018-2019 validation period in fall 2019. 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 program year 2019-2020 validation period for reference.

Validation Timeline

Validation Timeline

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

Timeline	Action
Sept. 16, 2020	Validation period begins.
Sept. 16-30, 2020	Authorized representatives (and any delegate authorized representatives) can review information on Capital Quality profiles. Only the authorized representatives can submit any concerns (if there are any) related to the accuracy of the information they are reviewing. **Note: No action is required during this time.**
Sept. 30, 2020, 5 p.m.	Validation period for authorized representatives closes. Deadline for authorized representatives to submit any concerns (none are required).
Oct. 1-15, 2020	Authorized representatives review any updated information.
Oct. 15, 2020	OSSE response period closes.

Authorized Representative

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

Authorized Representative

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.

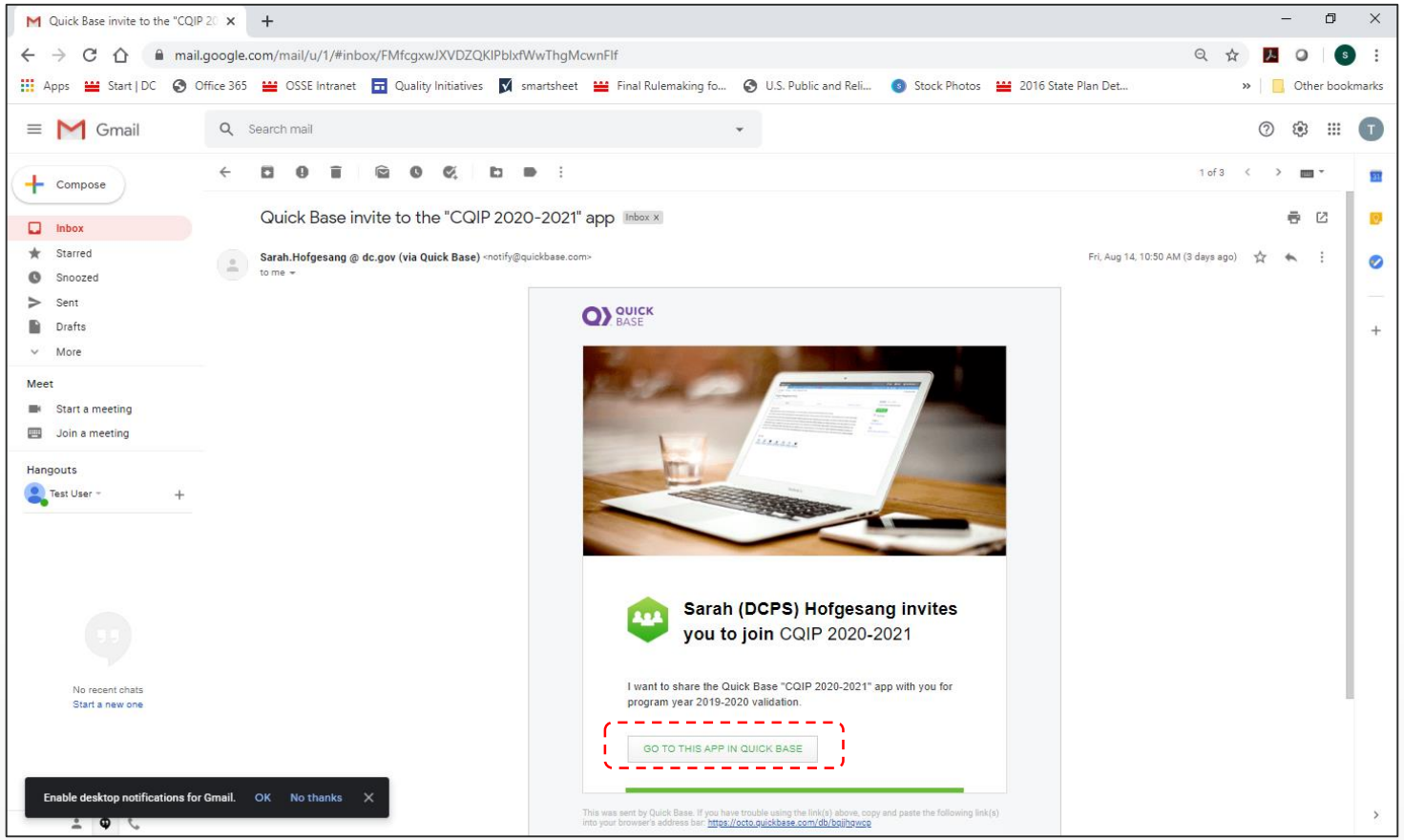
Delegate Authorized Representative

If the licensee/provider wants to give **additional individuals (i.e., 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.

Validation Process

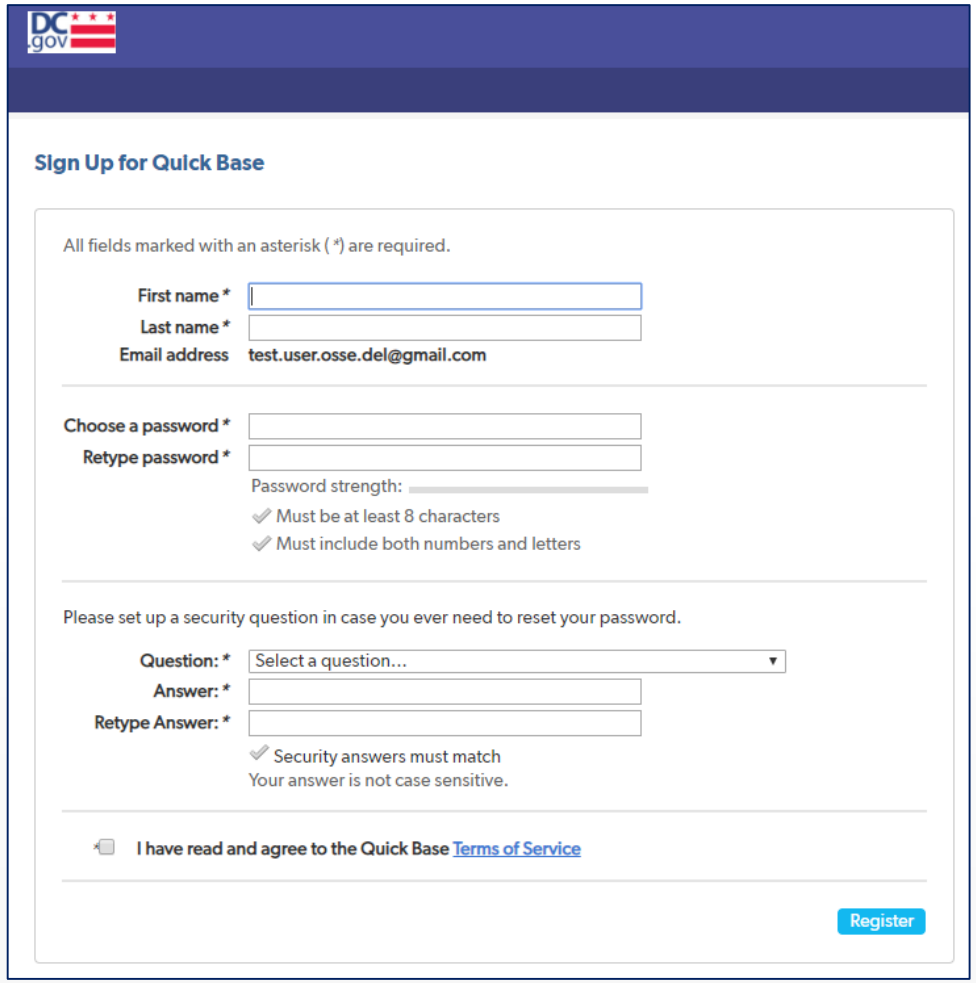
How to Log in to QuickBase

- Click the link in the email from OSSE staff.
- Note: Users who already have QuickBase accounts can go to octo.quickbase.com and log in.



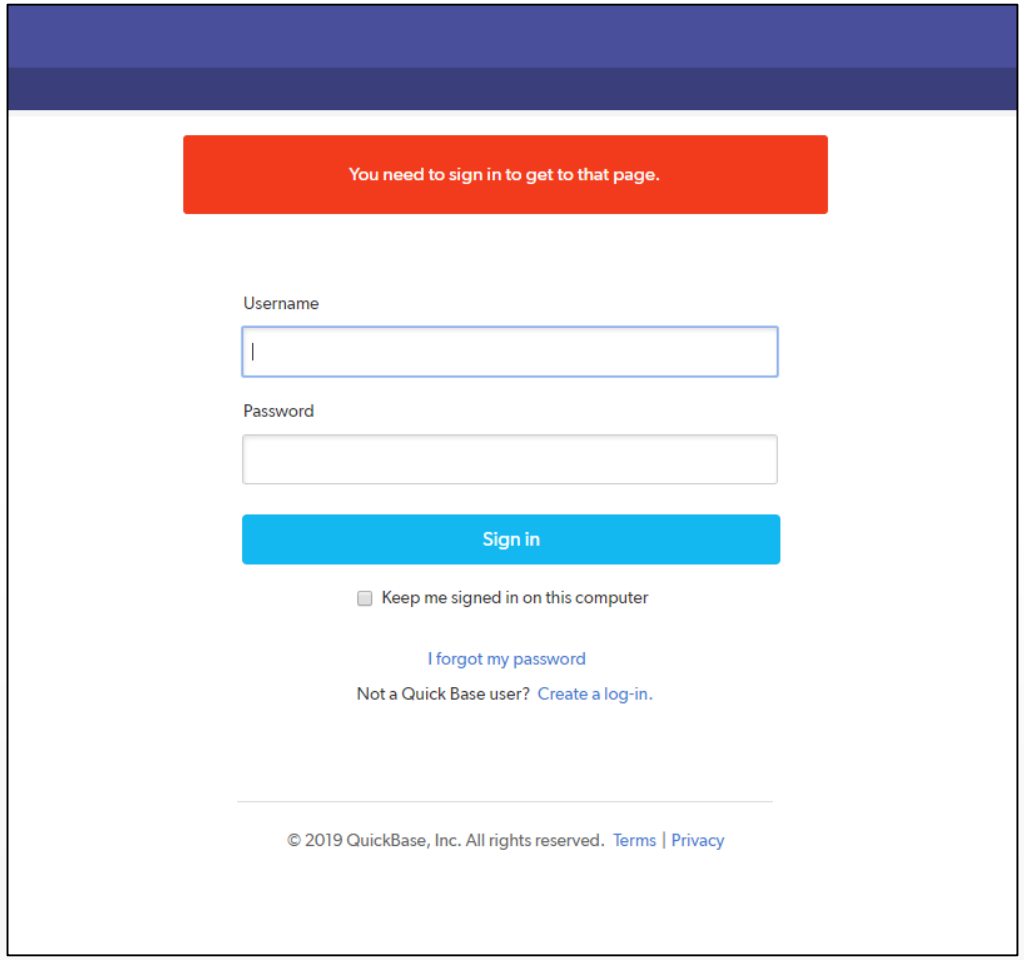
How to Log in to QuickBase

- 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.”



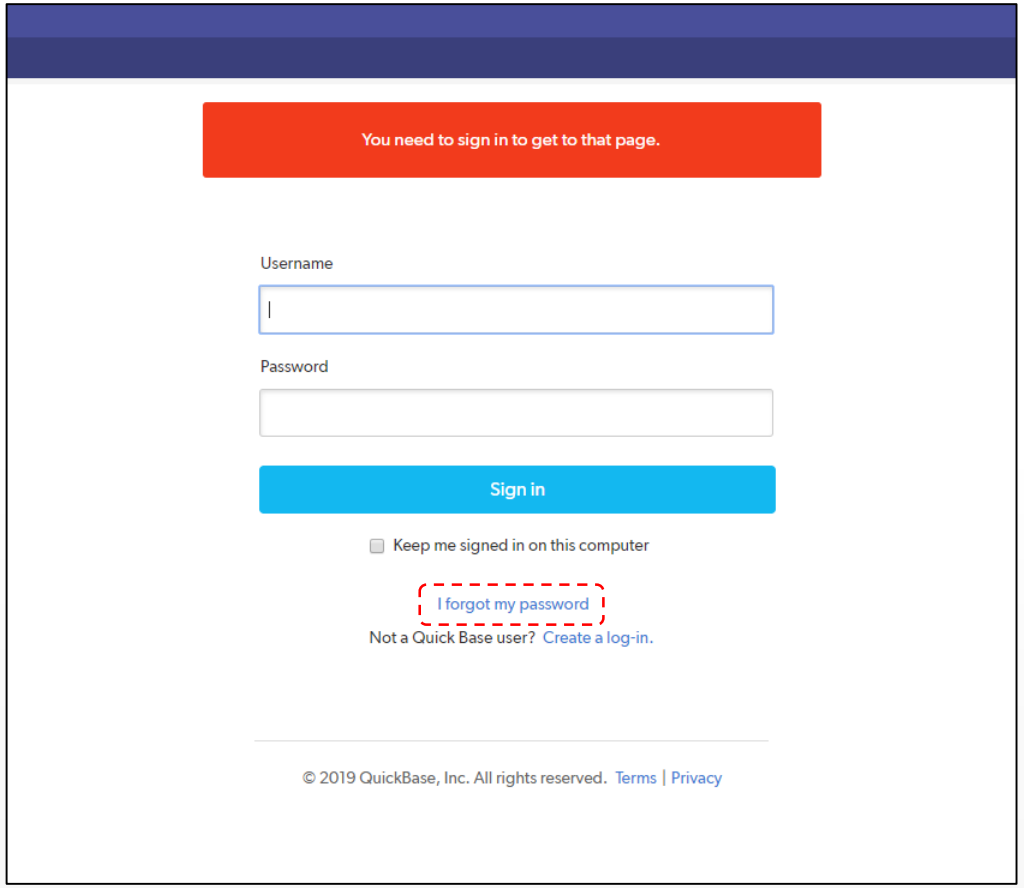
How to Log in to QuickBase

- 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.”



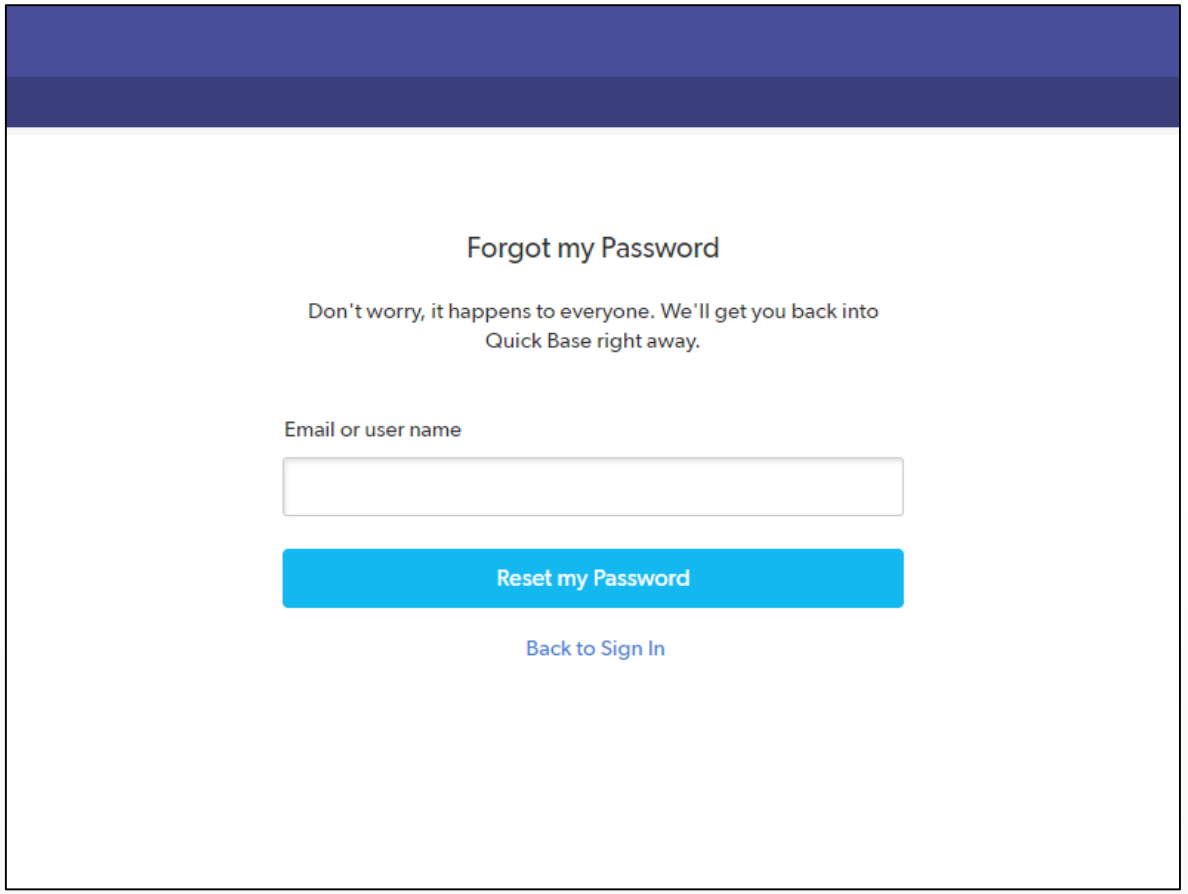
How to Reset Your Password

- If you forgot your password, click “I forgot my password.”



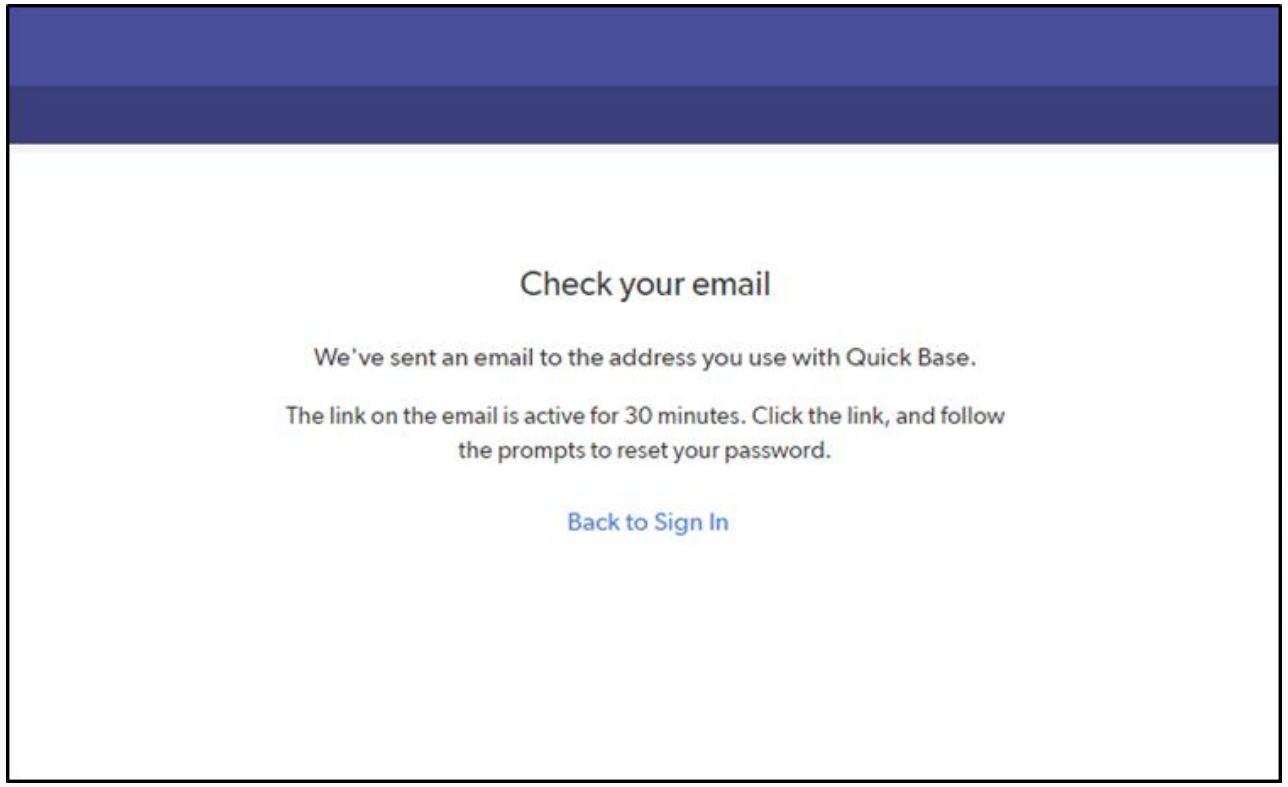
How to Reset Your Password

- 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.”



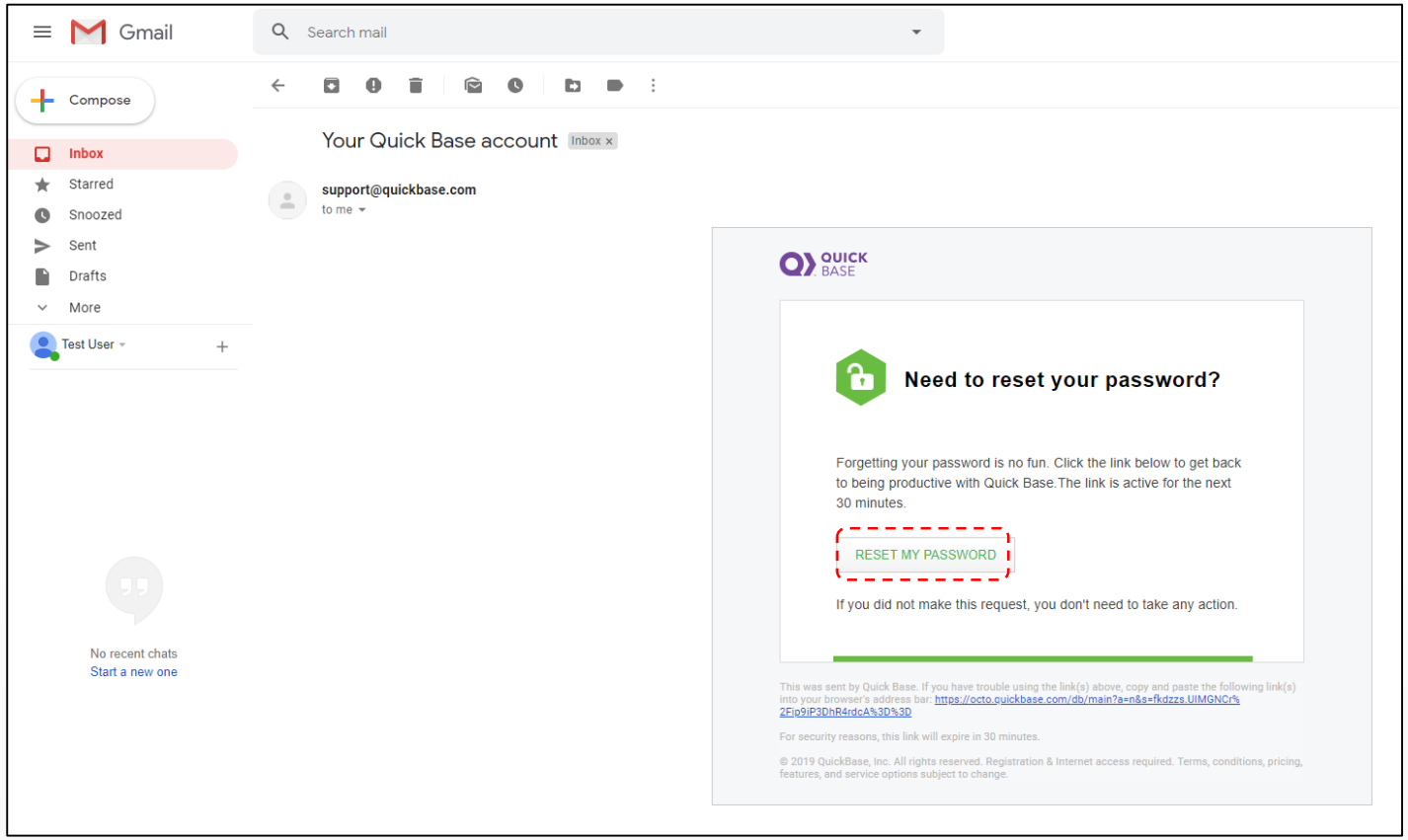
How to Reset Your Password

- After you click “Reset my Password,” you will see a page with the title “Check your email.”
- QuickBase automatically sent you an email with a password reset link.
- Note when the link in the email will expire.



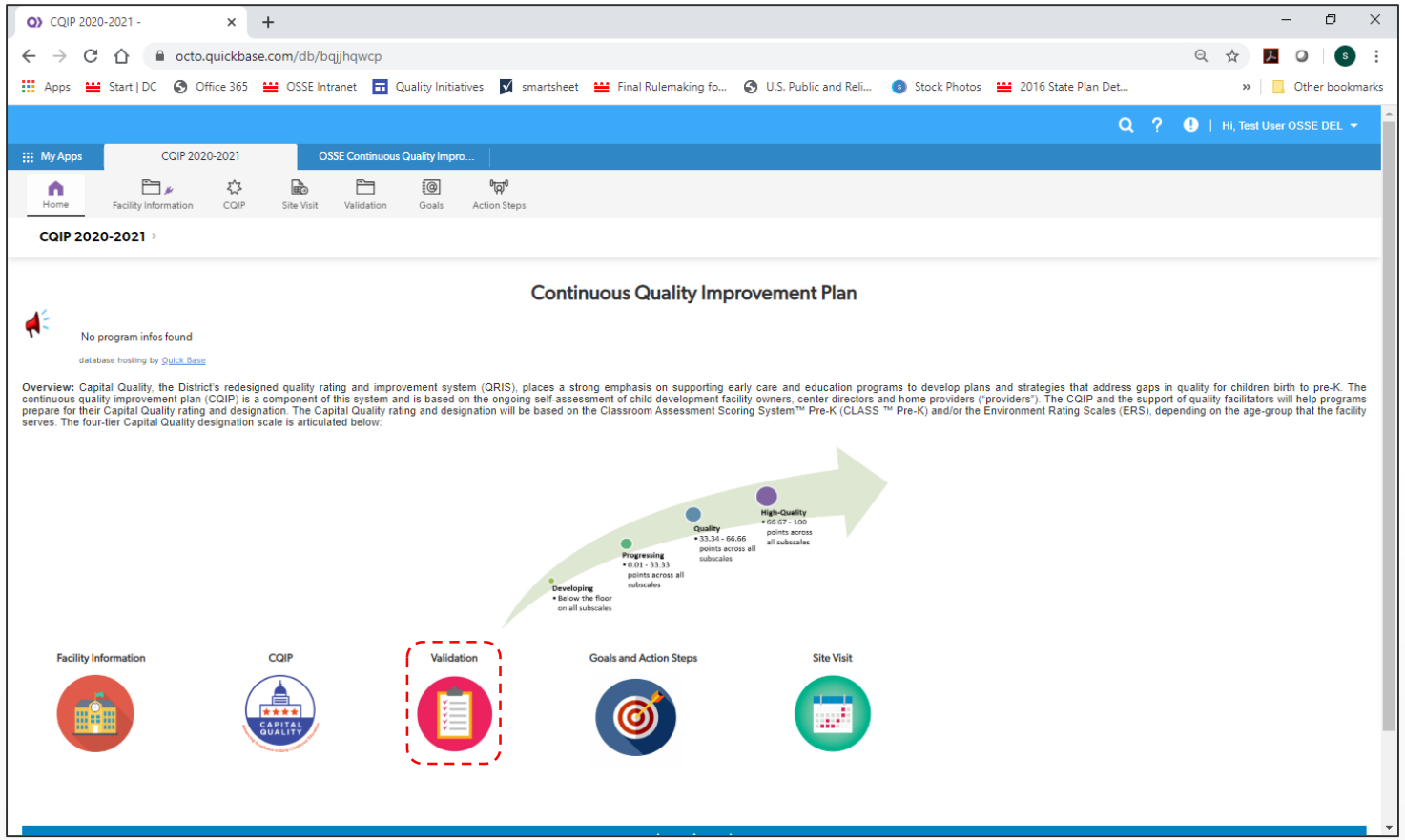
How to Reset Your Password

- Check your email.
- Open the email from QuickBase.
- Click the link in the email to reset your password.



How to Navigate to the Validation Page

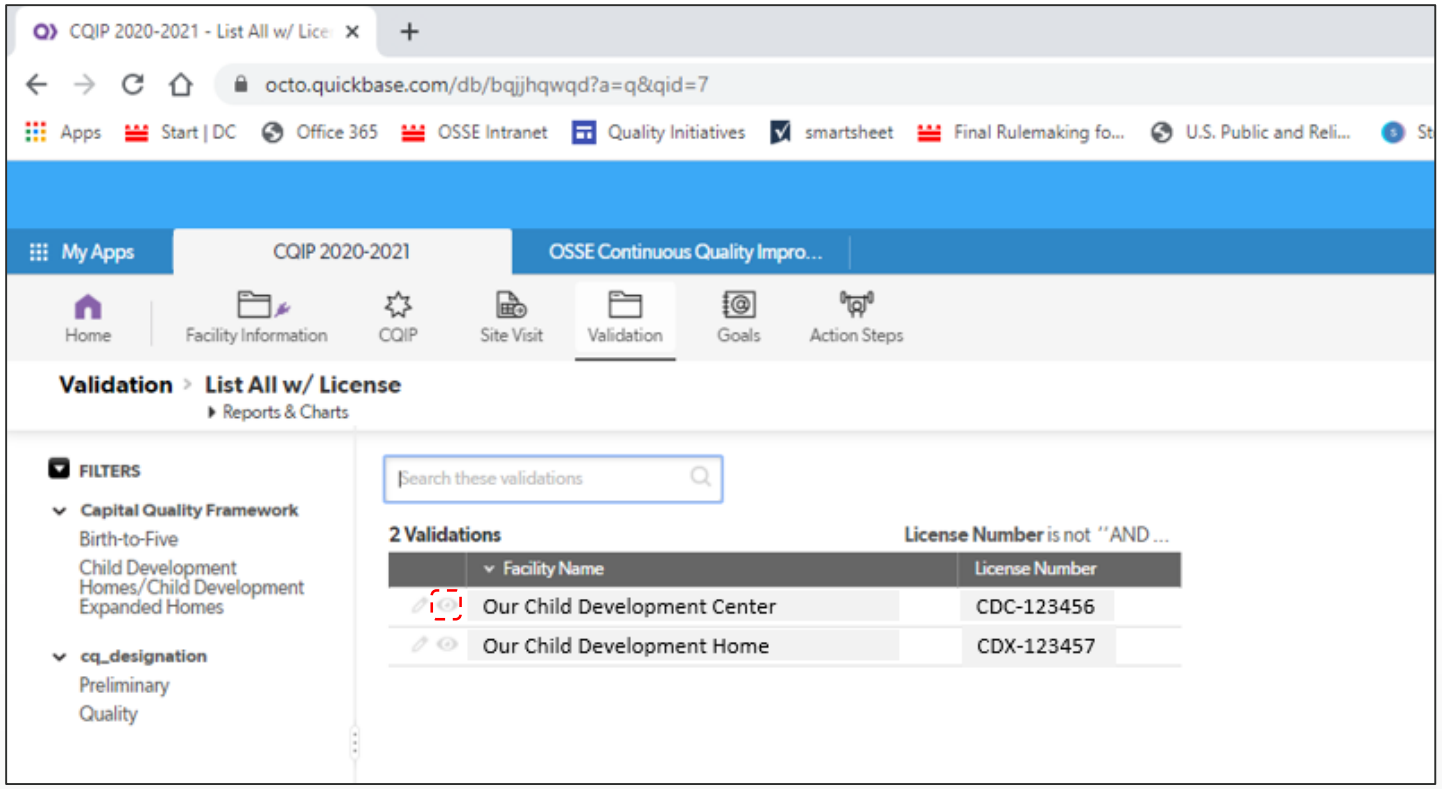
- After you register or sign in, you will see the CQIP QuickBase app home page.
- Click “Validation” to go to the validation section.



How to Navigate to the Validation Page

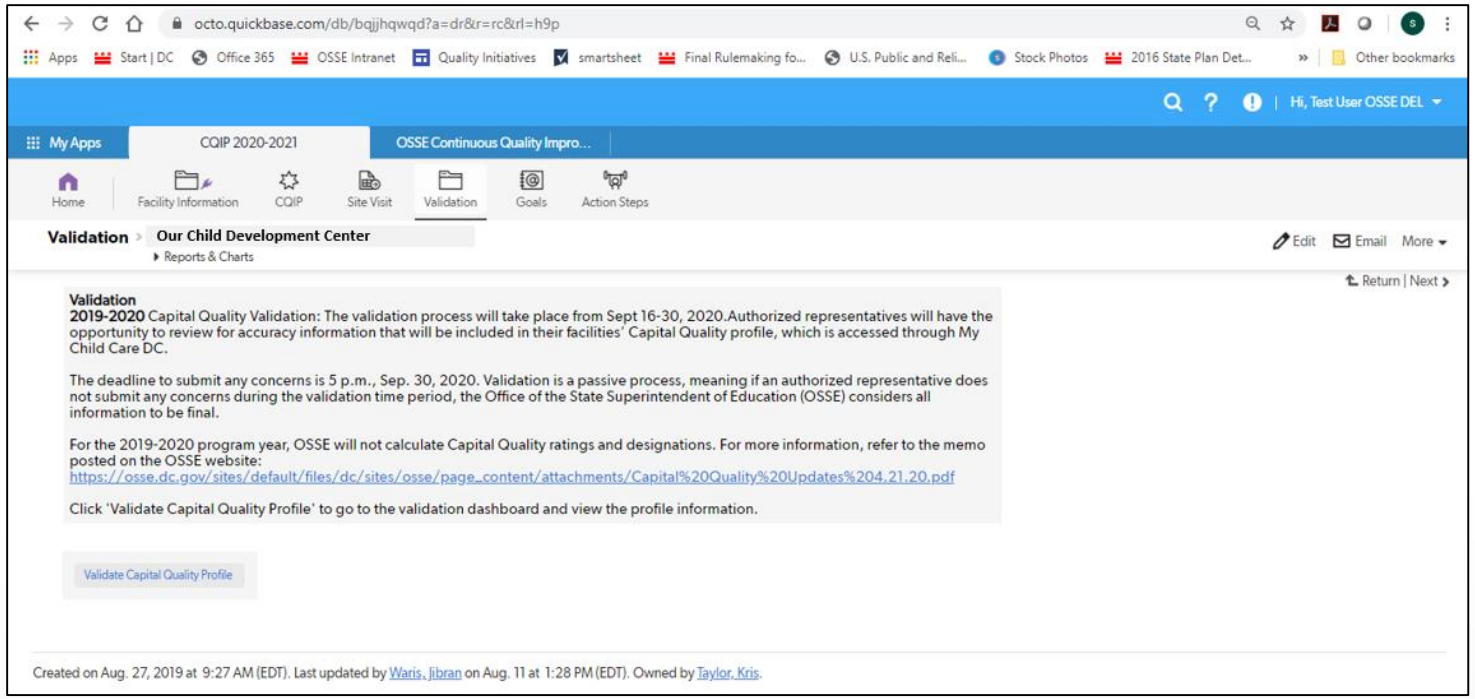
- After you click “Validation,” you will see a list of facilities for which you have access to the validation section.

- Click the “View” (eye) icon next to a facility’s name to go to that facility’s validation section.



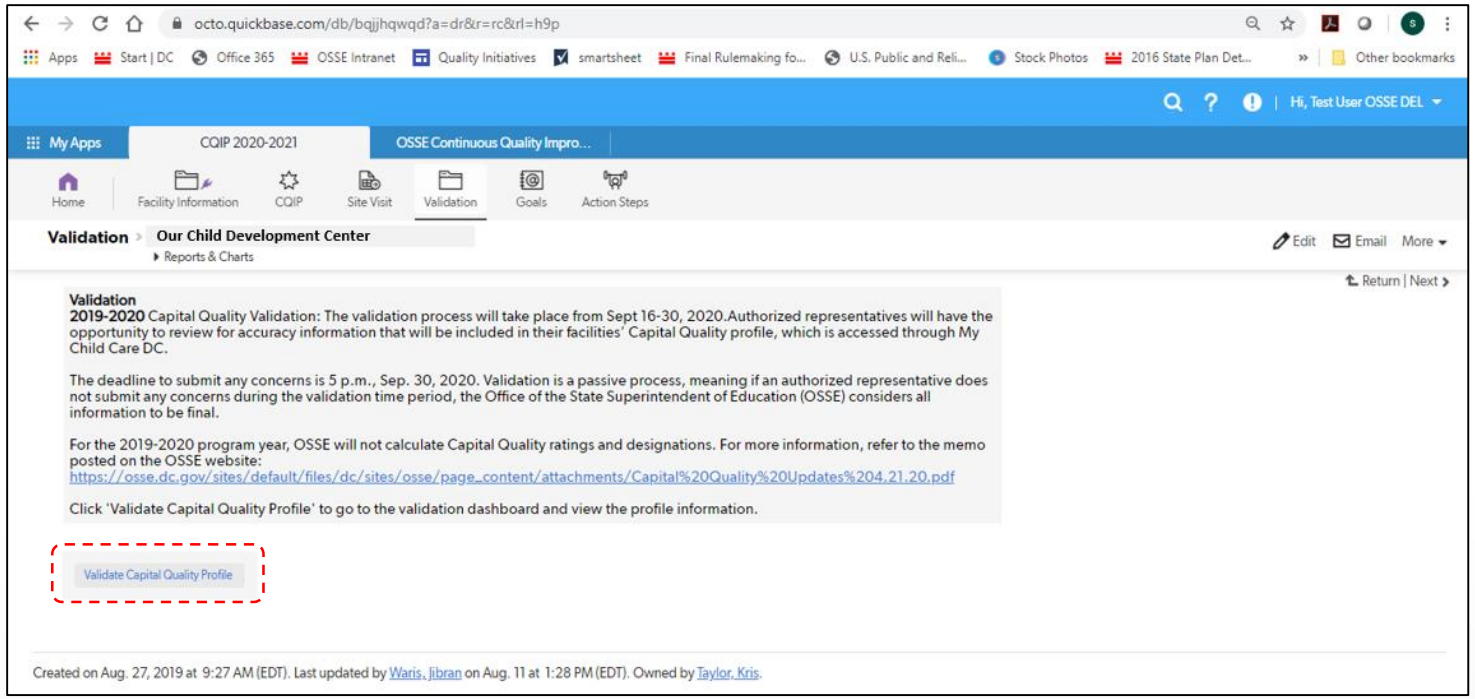
How to Navigate to the Validation Page

- After you click the “View” (eye) icon, you will see the facility’s validation page.
- This validation page includes general information on validation and the link to validate the facility’s information on the Capital Quality profile.



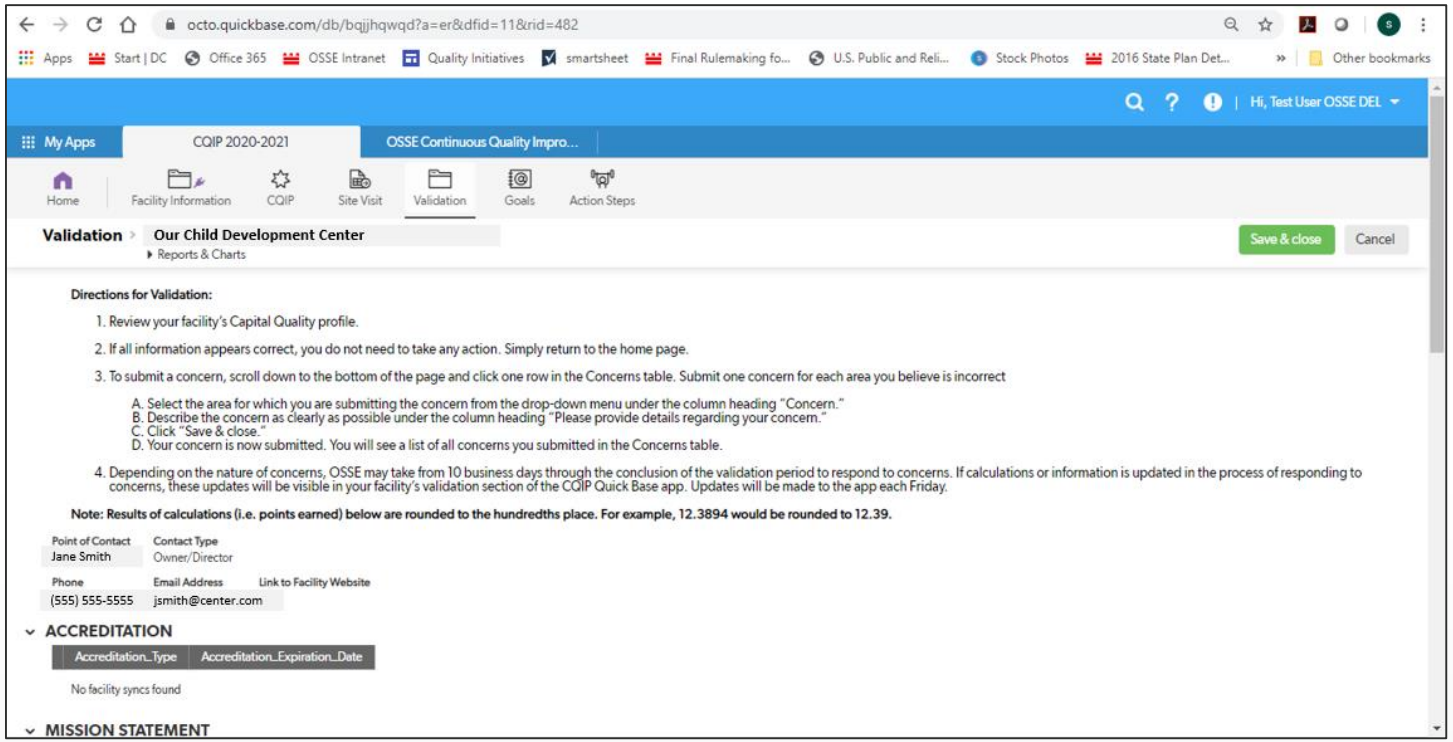
How to Review Information

- Click “Validate Capital Quality Profile.”



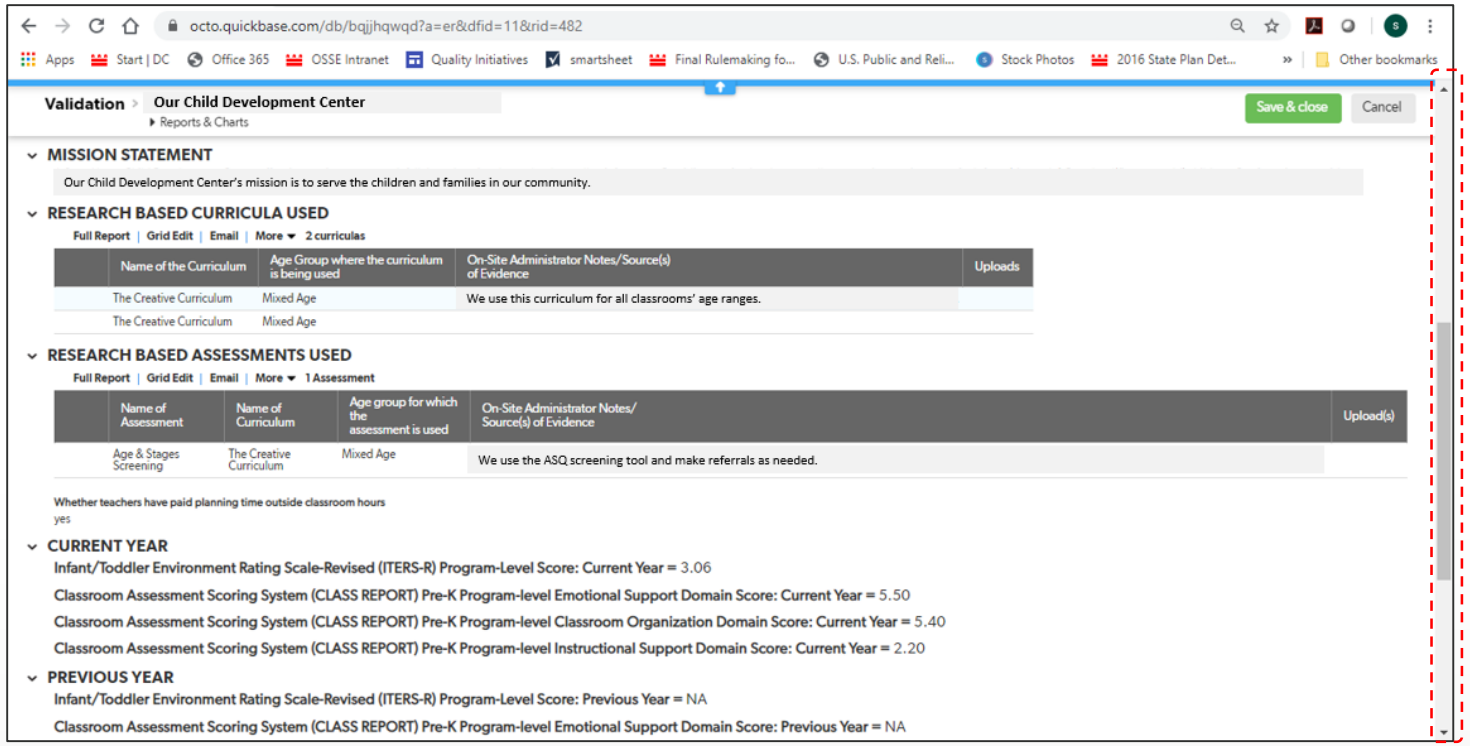
How to Review Information: Capital Quality Profile

- After clicking “Validate Capital Quality Profile,” you will see your facility’s Capital Quality profile page.



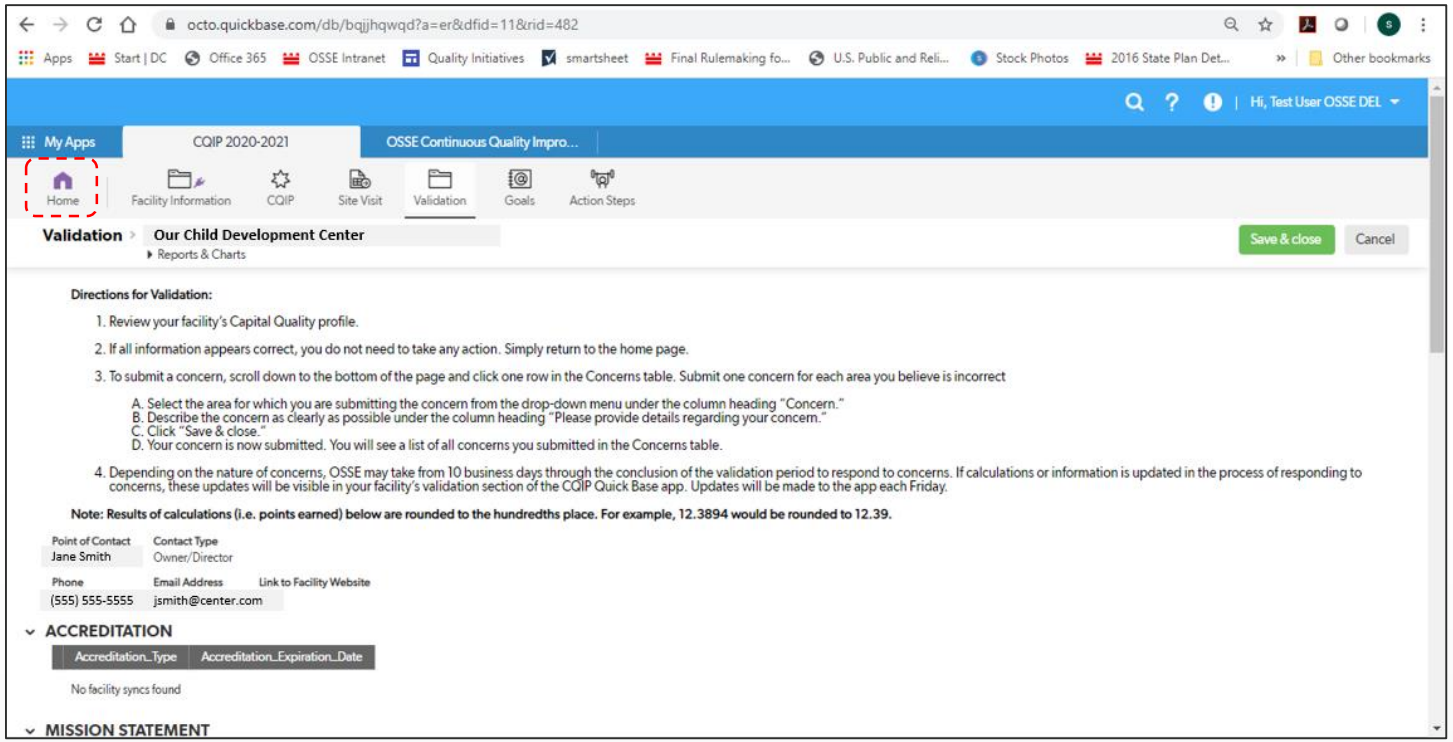
How to Review Information: Capital Quality Profile

- Scroll down the page to review the information on your facility's Capital Quality profile.



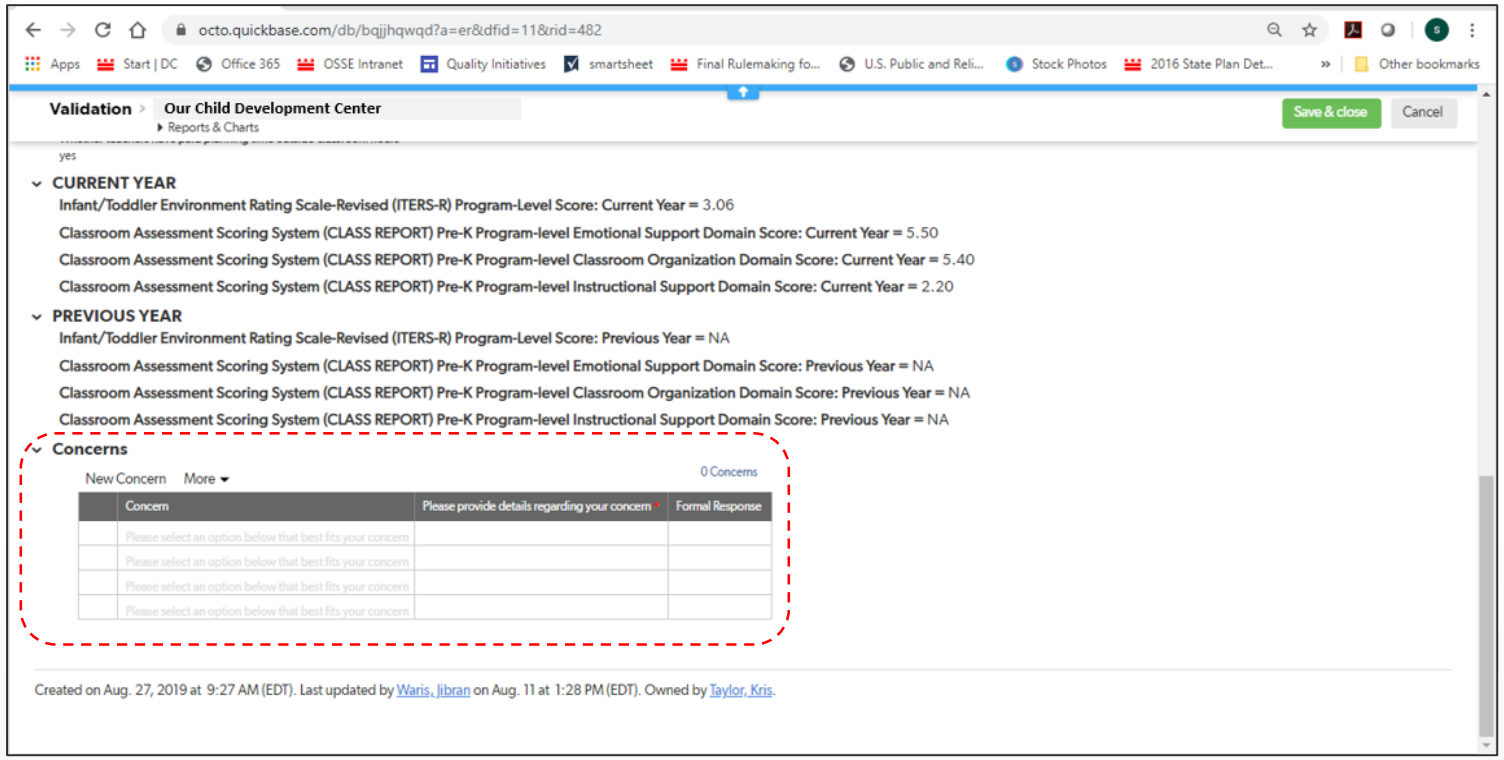
How to Review Information: Capital Quality Profile

- If all information appears accurate, no action is required.
- Click “Home” to return to the home page.
- Click “Log out” to log out.



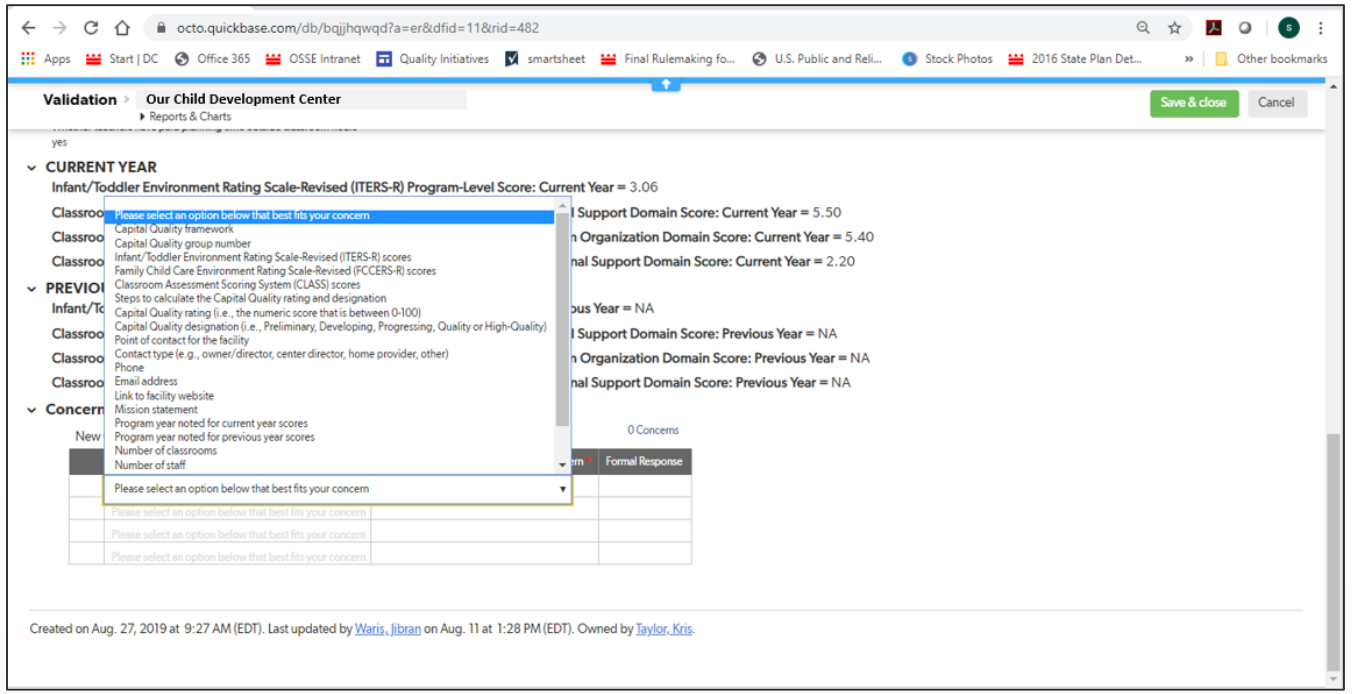
How to Submit Concerns

- If you have a concern about the accuracy of the information, you may submit a concern.
- On the validation page, scroll down to the concerns table.



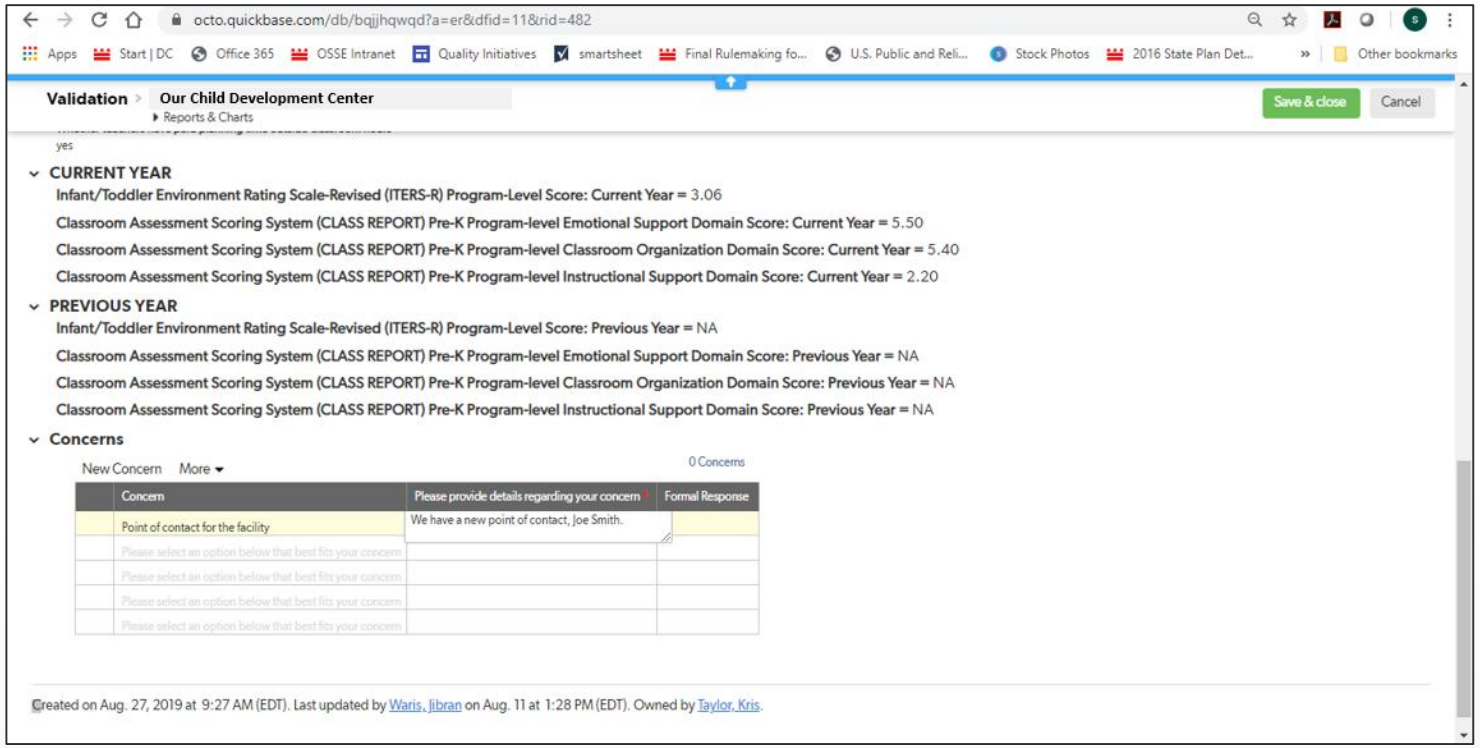
How to Submit Concerns

- Click one row in the Concerns table.
- Select (click) the area for which you are submitting the concern from the drop-down menu under the column heading “Concern.”



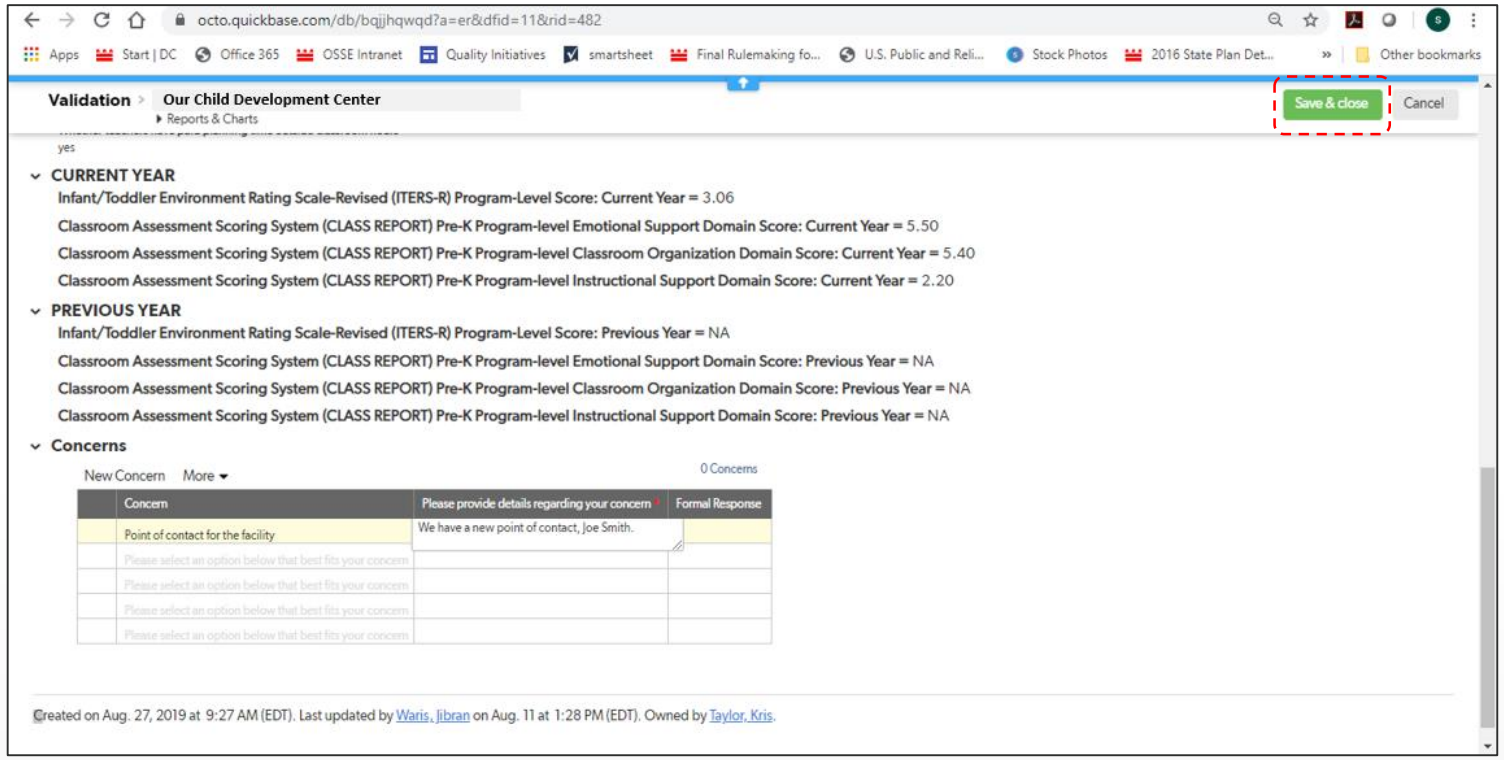
How to Submit Concerns

- Type a clear description of your concern under the column heading "Please provide details regarding your concern."



How to Submit Concerns

- Click “Save & close.”
- Your concern is now submitted. You will see the concern in the concerns table.
- To submit another concern, repeat the process.



Effective Capital Quality Designations

Effective Capital Quality Designations

- As previously noted, for the 2019-2020 program year, OSSE will **not** calculate Capital Quality ratings and designations due to suspension of ITERS-R, FCCERS-R and/or CLASS observations during the coronavirus (COVID-19) public health emergency.

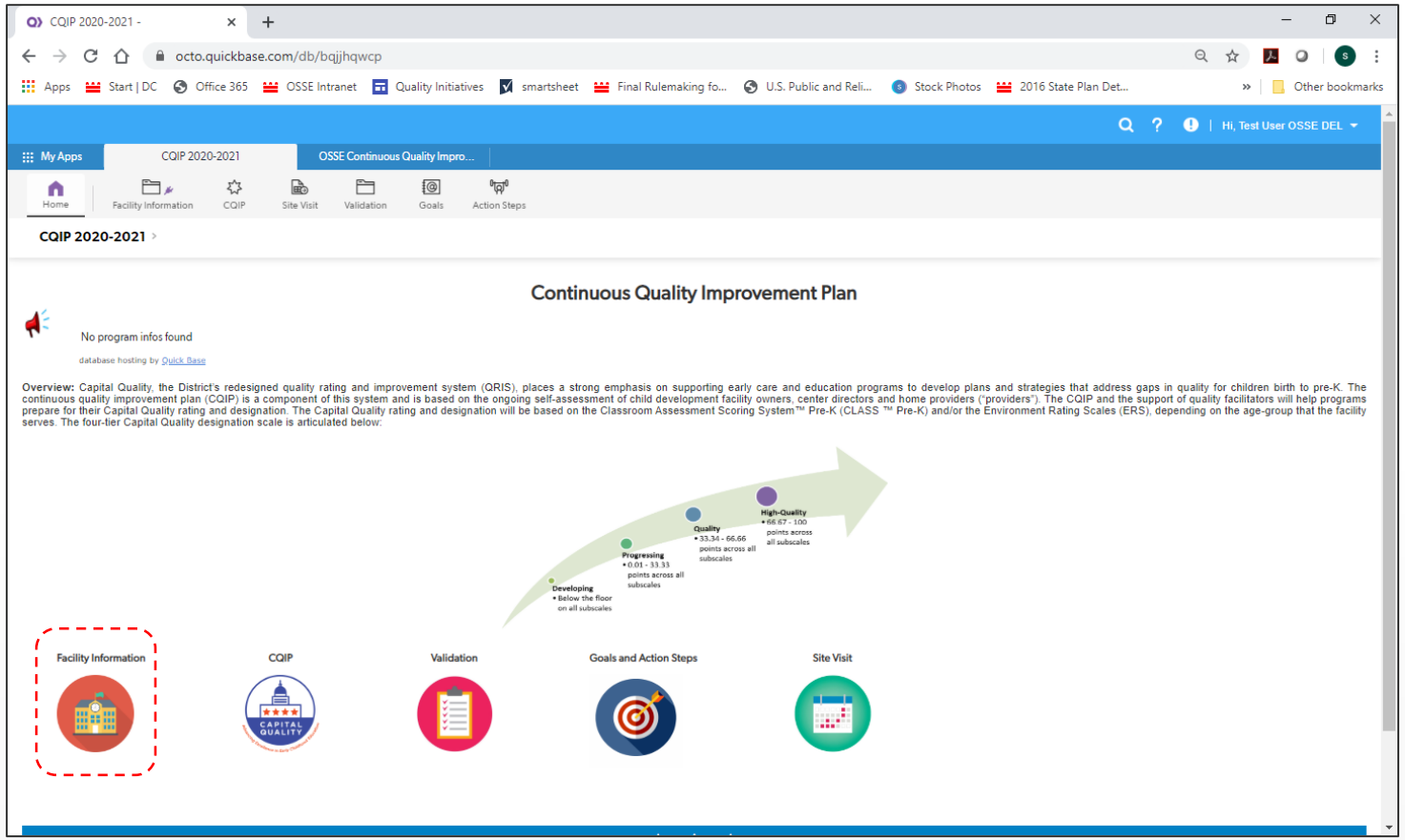
- During the validation period, you may also view your facility's effective designation for subsidy reimbursement rates based on the hold harmless policy,[1] which depends upon your facility's group number in Capital Quality (i.e., Pilot, Group Two, Group Three, Group Four or Group Five).

- This information is a new QuickBase feature that will be visible throughout the upcoming program year to clarify your facility's effective Capital Quality designations.

[1] Reference the Capital Quality Technical Guide for more information on the hold harmless policy.

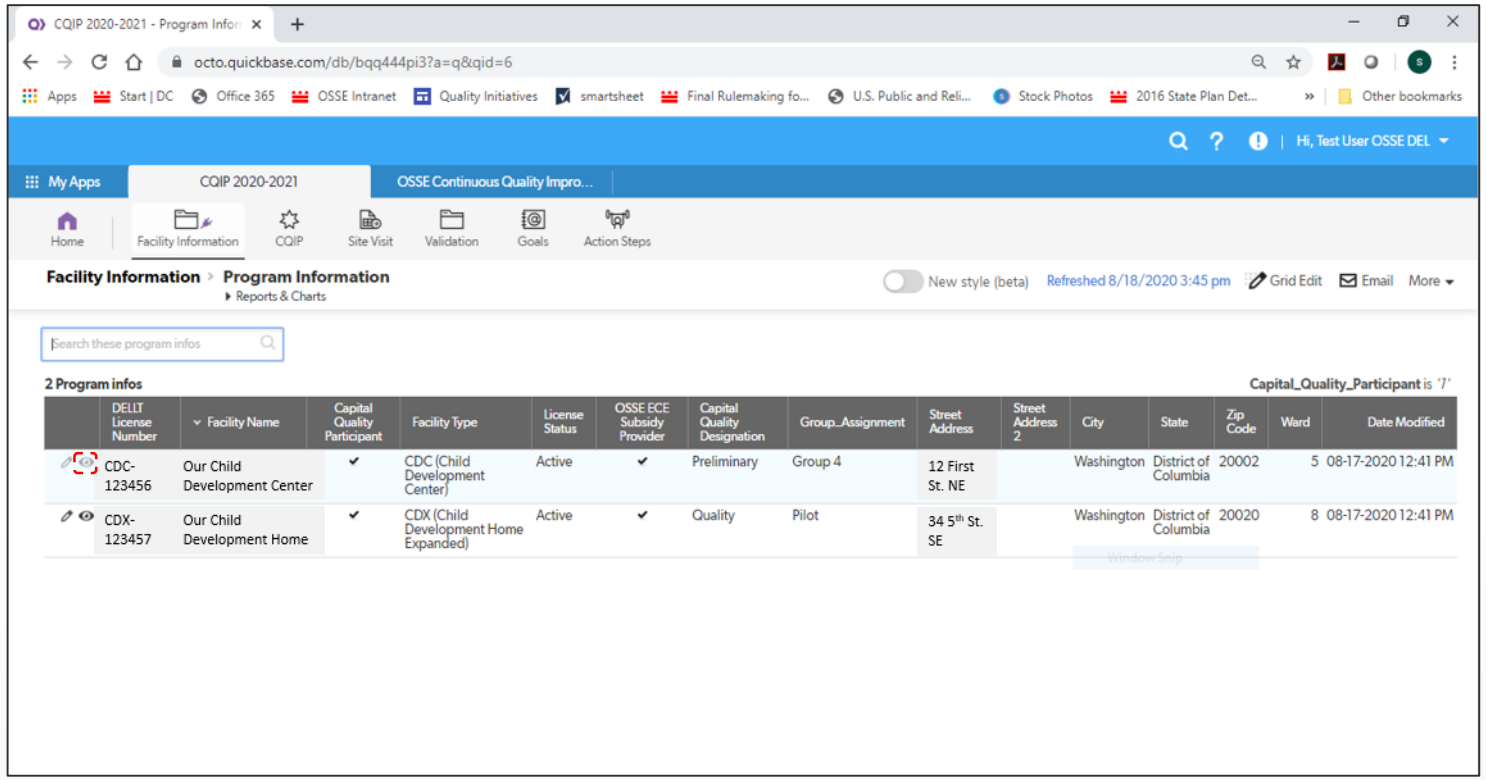
How to View: Effective Capital Quality Designations

- To view your facility's effective Capital Quality designations, start at the CQIP QuickBase app home page.
- From the home page, click "Facility Information."



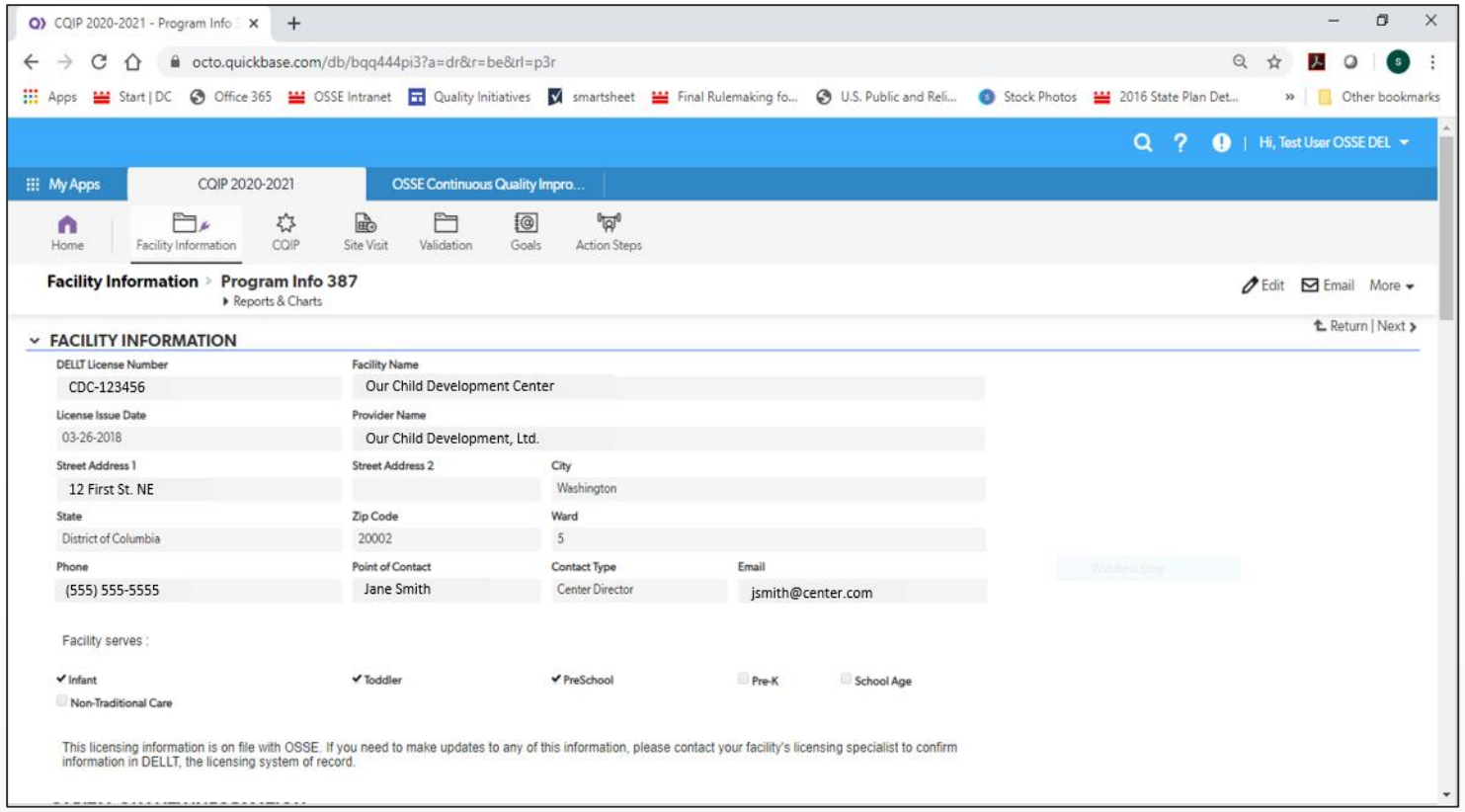
How to View: Effective Capital Quality Designations

- After clicking “Facility Information,” you will see a list of facilities to which you have access.
- Click the “View” (eye) icon next to a facility’s name to go to that facility information page.



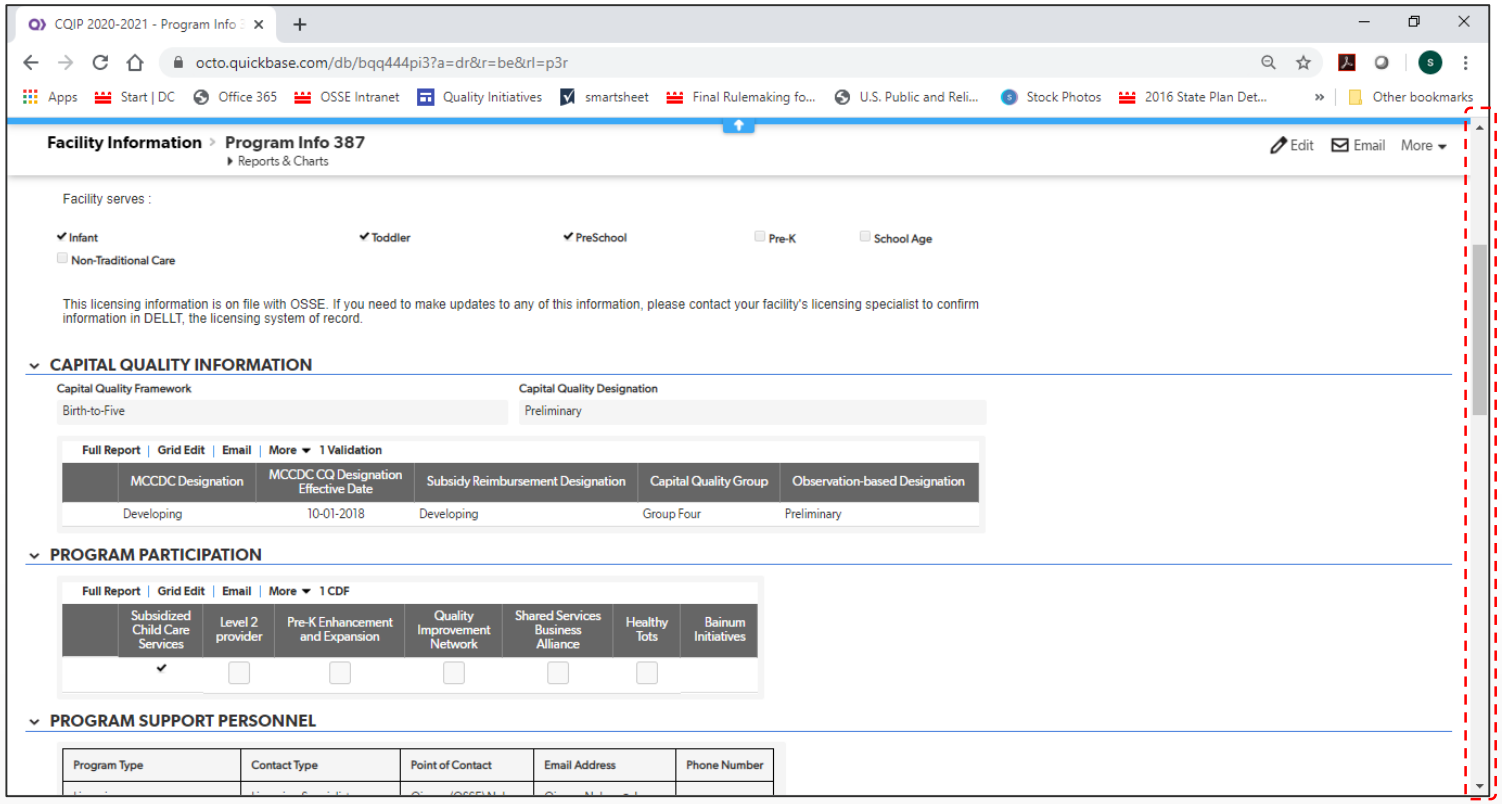
How to View:
Effective Capital Quality Designations

- After clicking the “View” (eye) icon, you will see your facility’s facility information page.



How to View: Effective Capital Quality Designations

- Scroll down the page to the Capital Quality information section to view the facility's effective Capital Quality designations.



How to View:
Effective Capital Quality Designations

- The facility's current (FY 2020; Oct. 1, 2019-Sept. 30, 2020) effective designations are listed in the table. Effective designations include:
  - **Observation-based Designation:** This is the facility's most recent observation-based designation calculated in fall 2019 for the 2018-2019 program year.
  - **My Child Care DC (MCCDC) Designation:** This is the facility's designation posted on the MCCDC website based on the hold harmless policy.
  - **Subsidy Reimbursement Designation:** This is the facility's designation for tiered subsidy reimbursement based on the hold harmless policy.

CAPITAL QUALITY INFORMATION

Capital Quality Framework	Capital Quality Designation
Birth-to-Five	Preliminary

Full Report | Grid Edit | Email | More | 1 Validation

	MCCDC Designation	MCCDC CQ Designation Effective Date	Subsidy Reimbursement Designation	Capital Quality Group	Observation-based Designation
	Developing	10-01-2018	Developing	Group Four	Preliminary

How to View:
Effective Capital Quality Designations

- **Group Three, Group Four and Group Five** facilities will **maintain** their current effective designations through the next fiscal year (FY 2021; Oct. 1, 2020-Sept. 30, 2021).

- **Pilot and Group Two** facilities' **subsidy reimbursement designation will align to their observation-based designation effective Oct. 1, 2020** for the next fiscal year (FY 2021; Oct. 1, 2020-Sept. 30, 2021).

- For more information, please reference the Capital Quality updates issued on April 21, 2020 and posted on the OSSE website: https://osse.dc.gov/sites/default/files/dc/sites/osse/page_content/attachments/Capital%20Quality%20Updates%204.21.20.pdf.

Next Steps

Next Steps

- Review the **validation guide** available on the OSSE website: https://osse.dc.gov/page/capital-quality-qris.
- Ensure your **contact information** is accurate on file with OSSE.
  - If you need to update your contact information, please contact your assigned licensing specialist.
- Each **authorized representative** will receive an email with a link to the CQIP QuickBase app **between Sept. 14-16, 2020.**
  - The email will be from an OSSE staff member with the subject line: “QuickBase invite to the “CQIP 2020-2021” app.”
- If you need to add one or more delegate authorized representatives to view the validation information, submit the request in writing via email to Validation.OSSE@dc.gov.

Reminders: Validation Process

Sept. 16-30, 2020

- Authorized representatives (and any delegate authorized representatives) review information on the Capital Quality profile via the CQIP QuickBase app.

5 p.m. on Sept. 30, 2020

- Deadline for authorized representatives to submit any concerns on the accuracy of the information reviewed.

Oct. 15, 2020

- Date by which OSSE will respond to any concerns submitted by the deadline.

Notes

- If you have any concerns about the accuracy of information reviewed during validation, **you must adhere to the Sept. 30 deadline to submit concerns.**
- **<u>OSSE will not respond to concerns submitted after 5 p.m. on Sept. 30, 2020.</u>**
- Validation is a passive process, so **no submissions are required.**

FIND US

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