



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

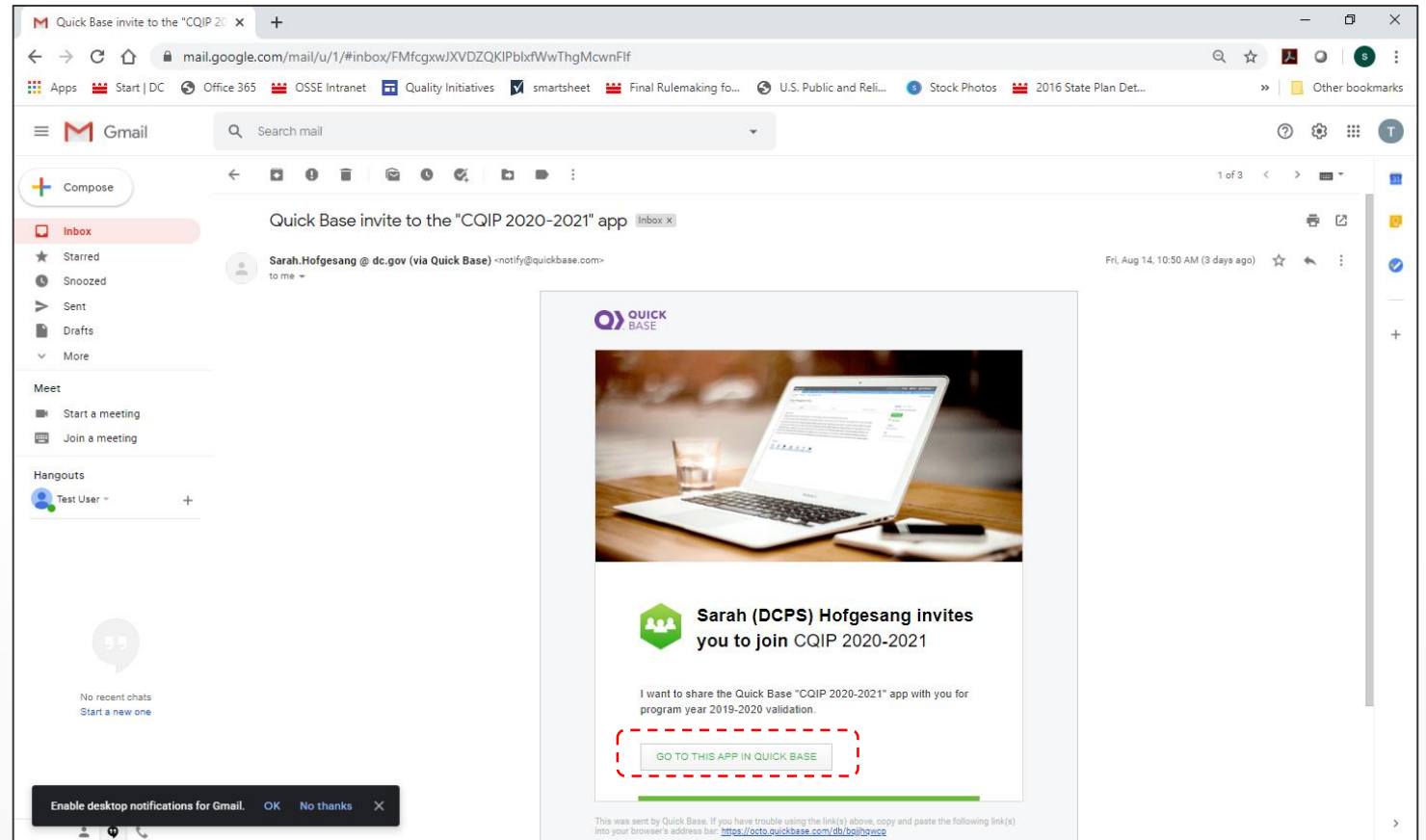
If the licensee/provider wants to give **additional individuals (i.e., executive director, facility owner or co-owner, assistant director)** access to view the validation section of the CQIP QuickBase app, the licensee/provider can designate one or more delegate authorized representatives. Delegate authorized 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

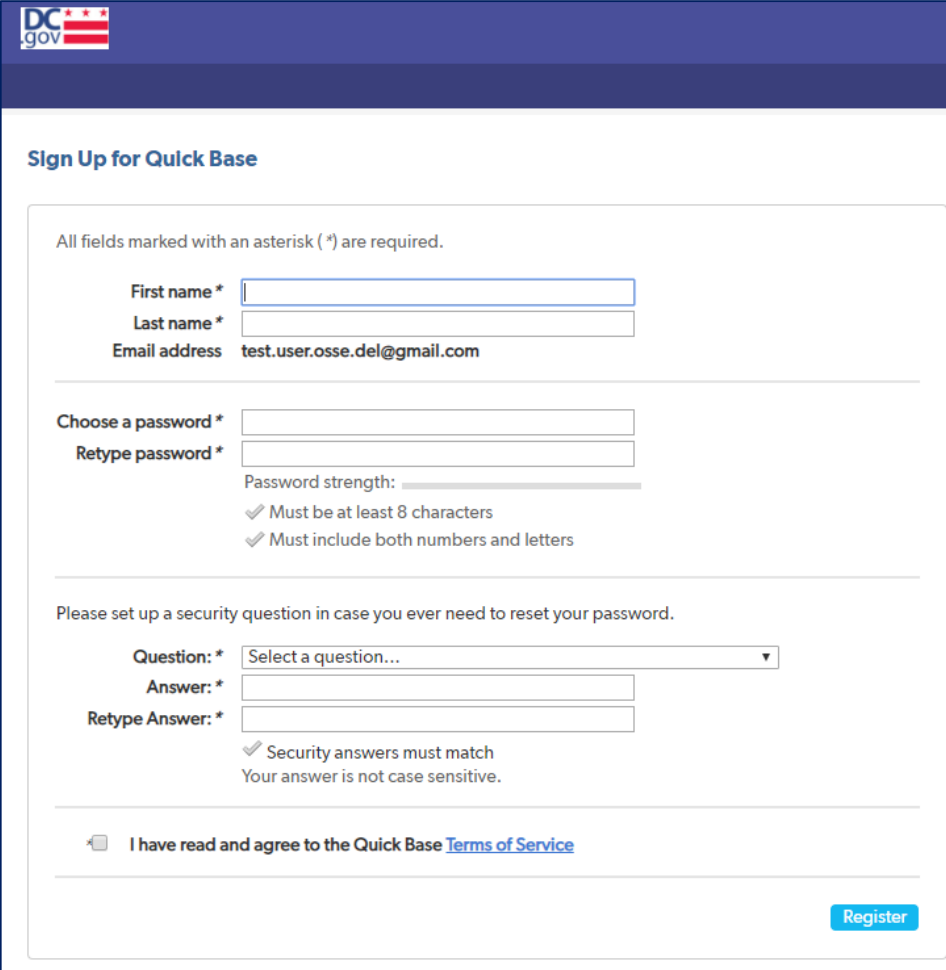
How to Log in to QuickBase

- 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.”



The screenshot shows the 'Sign Up for Quick Base' form on the DC.gov website. The form is titled 'Sign Up for Quick Base' and includes a DC.gov logo. It contains several input fields and checkboxes. The first section has fields for 'First name *', 'Last name *', and 'Email address' (pre-filled with 'test.user.osse.del@gmail.com'). The second section has fields for 'Choose a password *' and 'Retype password *', with a 'Password strength' indicator showing two checked items: 'Must be at least 8 characters' and 'Must include both numbers and letters'. The third section has fields for 'Question: *' (a dropdown menu), 'Answer: *', and 'Retype Answer: *', with a checked item: 'Security answers must match' and a note 'Your answer is not case sensitive.' At the bottom, there is a checkbox for 'I have read and agree to the Quick Base Terms of Service' and a 'Register' button.

DC.gov

Sign Up for Quick Base

All fields marked with an asterisk (*) are required.

First name *

Last name *

Email address test.user.osse.del@gmail.com

Choose a password *

Retype password *

Password strength:

✓ Must be at least 8 characters

✓ Must include both numbers and letters

Please set up a security question in case you ever need to reset your password.

Question: *

Answer: *

Retype Answer: *

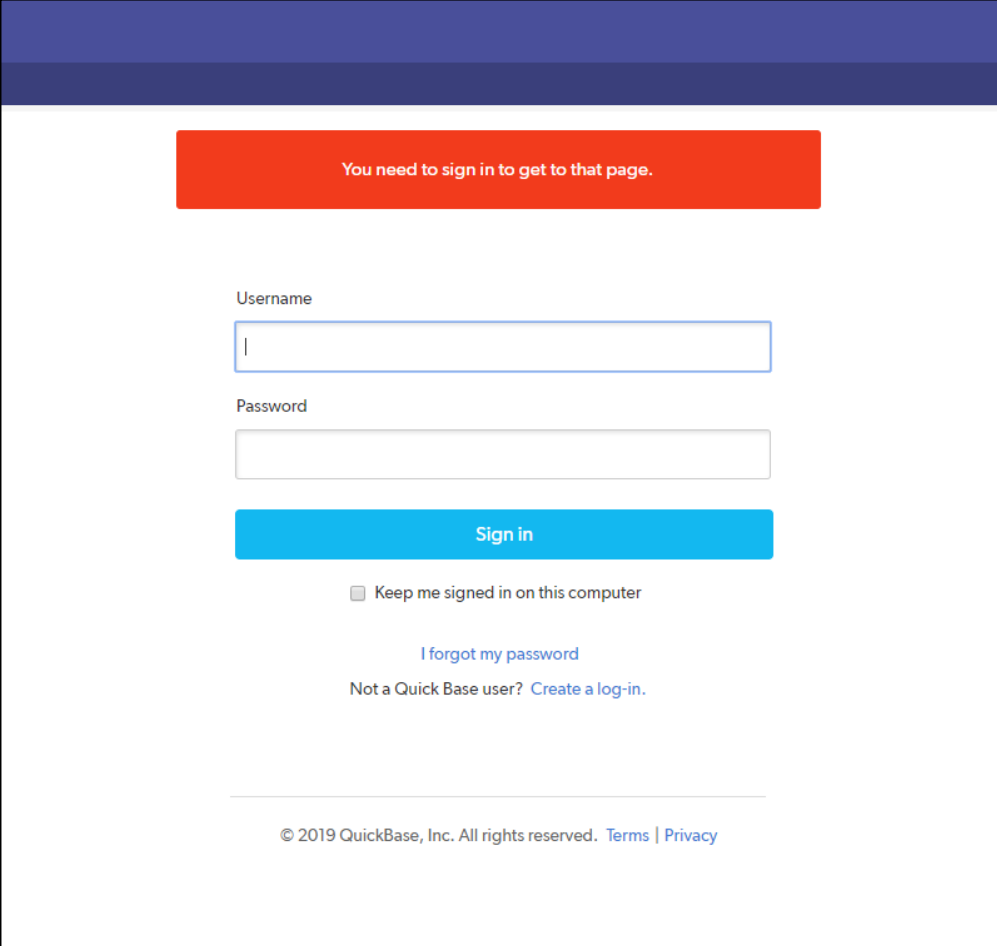
✓ Security answers must match

Your answer is not case sensitive.

☐ I have read and agree to the Quick Base [Terms of Service](#)

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.”

A screenshot of the QuickBase login interface. At the top, there is a dark blue header bar. Below it, a red rectangular box contains the text "You need to sign in to get to that page." in white. Underneath the red box, the word "Username" is followed by a text input field containing a single vertical bar "|". Below that, the word "Password" is followed by an empty text input field. A blue "Sign in" button is positioned below the password field. Under the button, there is a checkbox labeled "Keep me signed in on this computer". Below the checkbox, there is a link "I forgot my password" and another link "Not a Quick Base user? Create a log-in.". At the bottom of the page, there is a footer line with the text "© 2019 QuickBase, Inc. All rights reserved. Terms | Privacy".

You need to sign in to get to that page.

Username

|

Password

Sign in

☐ Keep me signed in on this computer

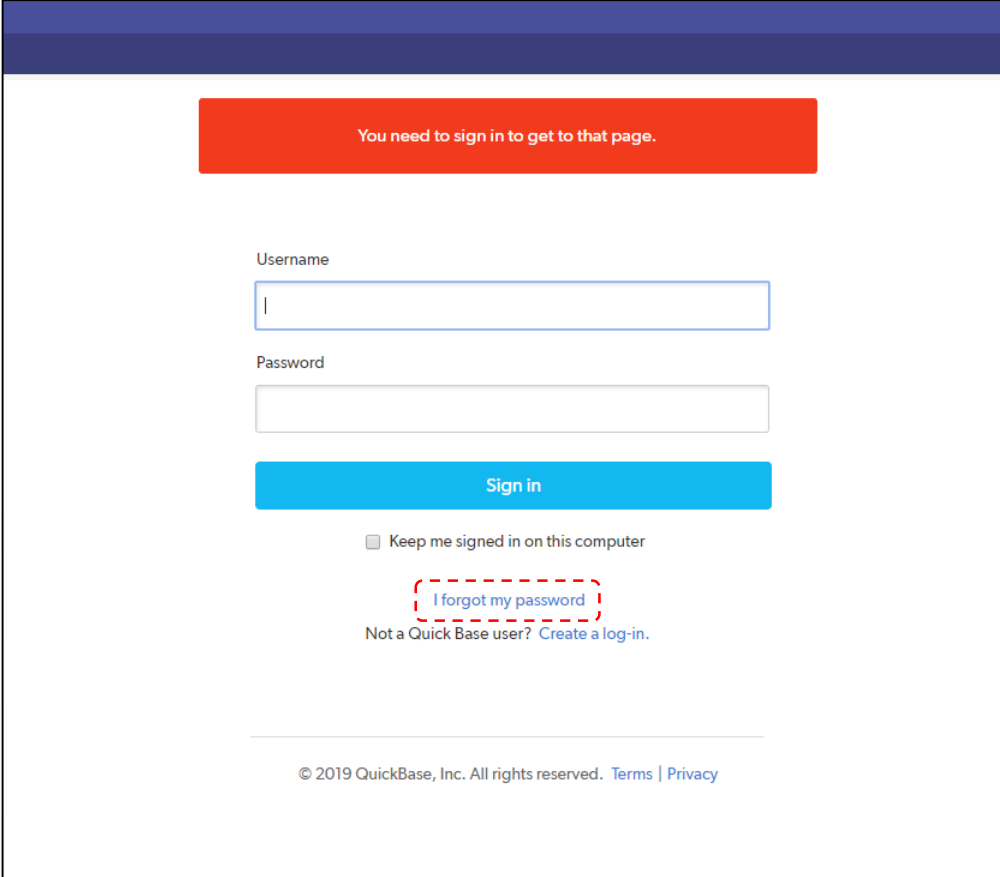
[I forgot my password](#)

Not a Quick Base user? [Create a log-in.](#)

© 2019 QuickBase, Inc. All rights reserved. [Terms](#) | [Privacy](#)

How to Reset Your Password

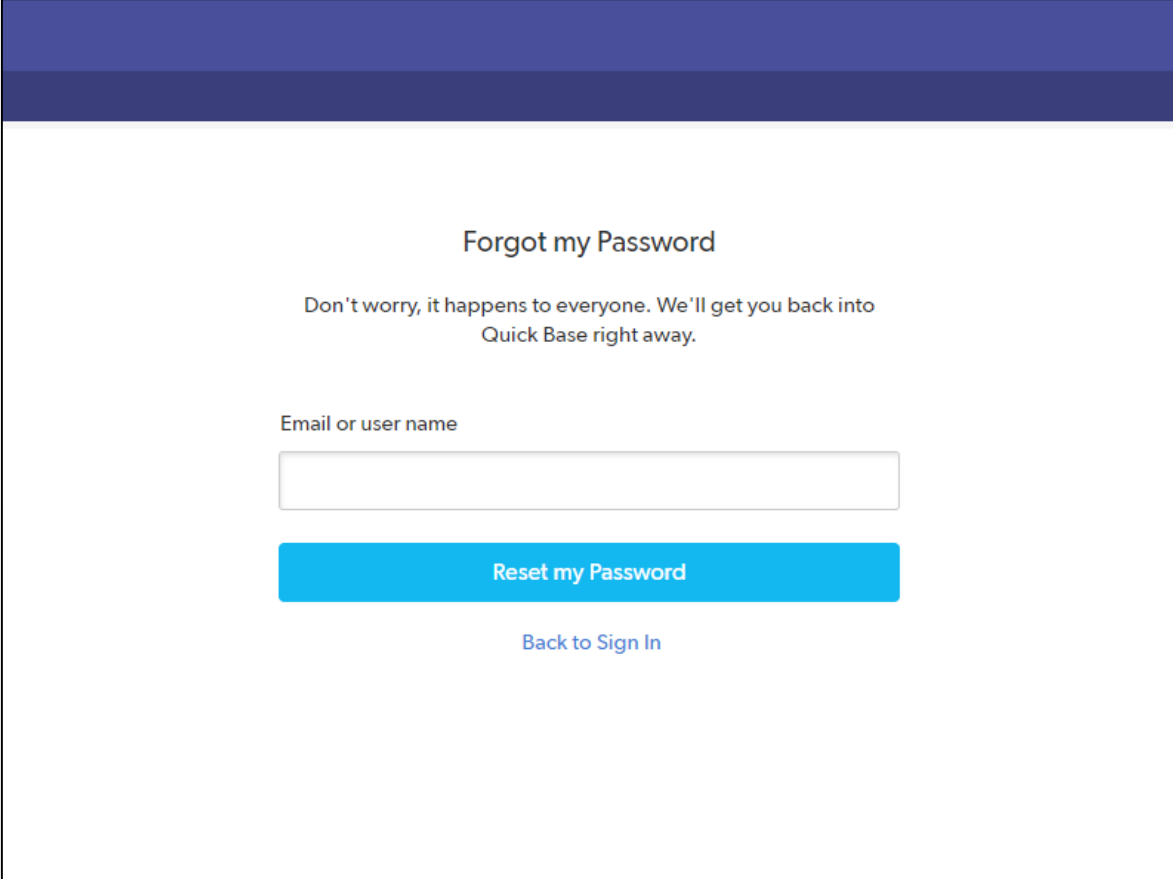
- If you forgot your password, click “I forgot my password.”



The screenshot shows the QuickBase login interface. At the top, a red banner states "You need to sign in to get to that page." Below this, there are input fields for "Username" and "Password". A blue "Sign in" button is positioned below the password field. Under the button is a checkbox labeled "Keep me signed in on this computer". A red dashed rectangle highlights the link "I forgot my password" in blue text. Below this link is the text "Not a Quick Base user? Create a log-in." in blue. At the bottom of the page, there is a copyright notice: "© 2019 QuickBase, Inc. All rights reserved. Terms | Privacy".

How to Reset Your Password

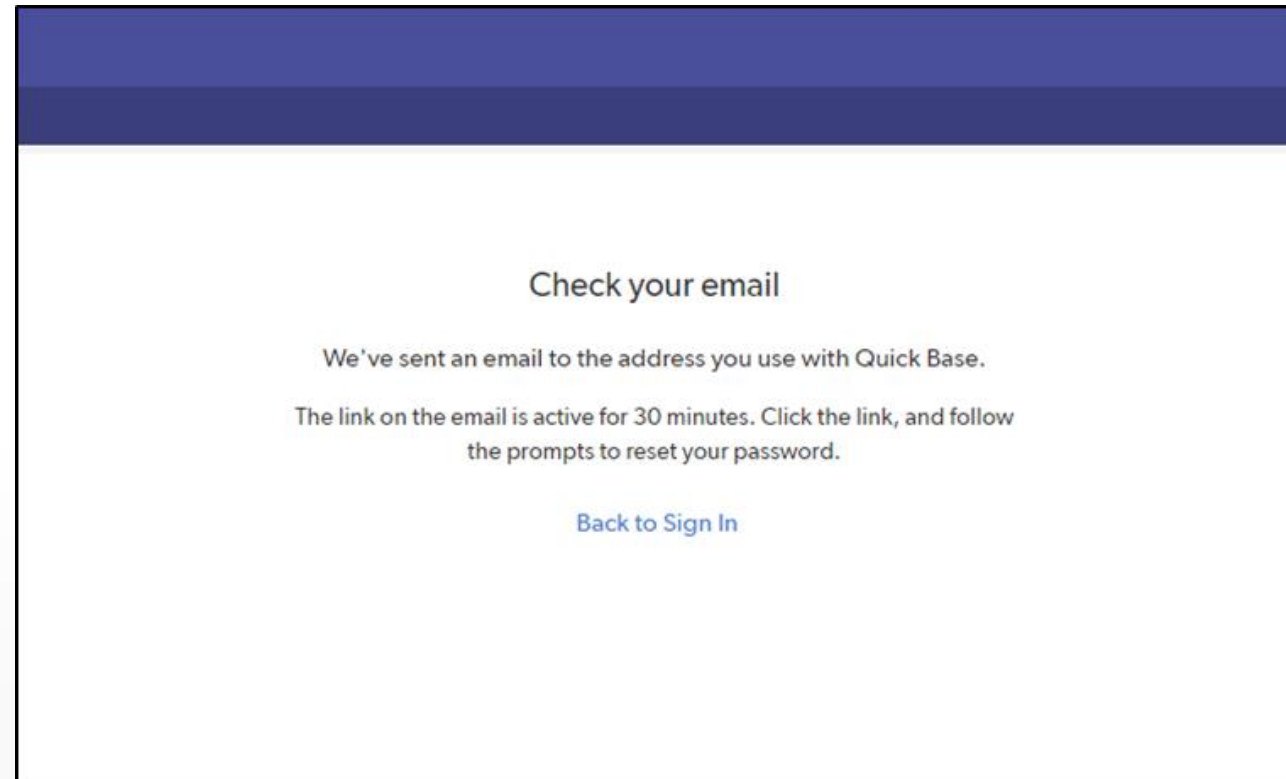
- After you click “I forgot my password,” you will see a page with the title “Forgot my Password.”
- Enter your email address and click “Reset my Password.”



The screenshot shows a web interface for resetting a password. At the top, there are two dark blue horizontal bars. Below them, the page title "Forgot my Password" is centered. A message follows: "Don't worry, it happens to everyone. We'll get you back into Quick Base right away." Below this is a text input field labeled "Email or user name". Underneath the input field is a prominent blue button labeled "Reset my Password". At the bottom of the form area is a blue link labeled "Back to Sign In".

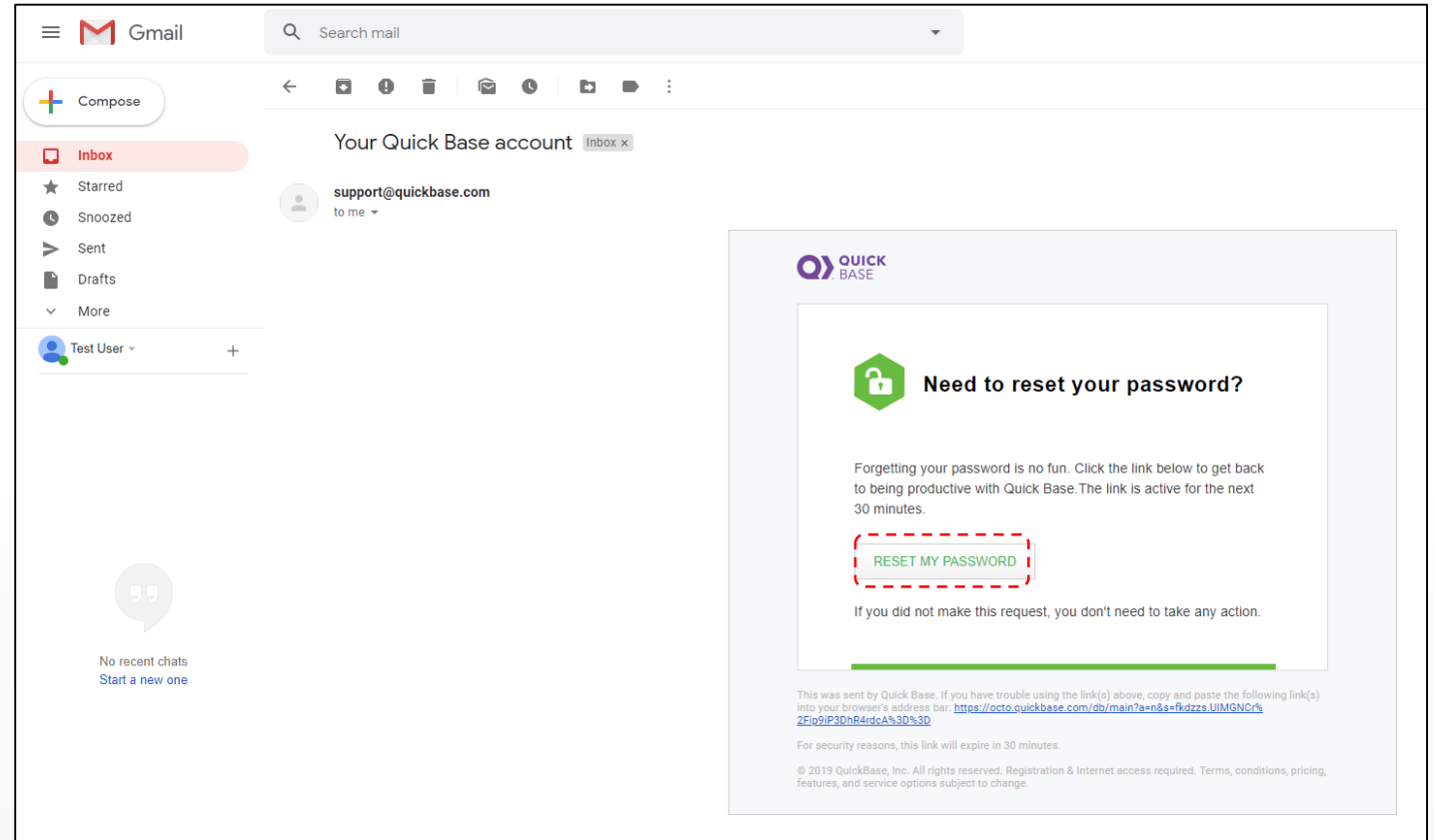
How to Reset Your Password

- 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.



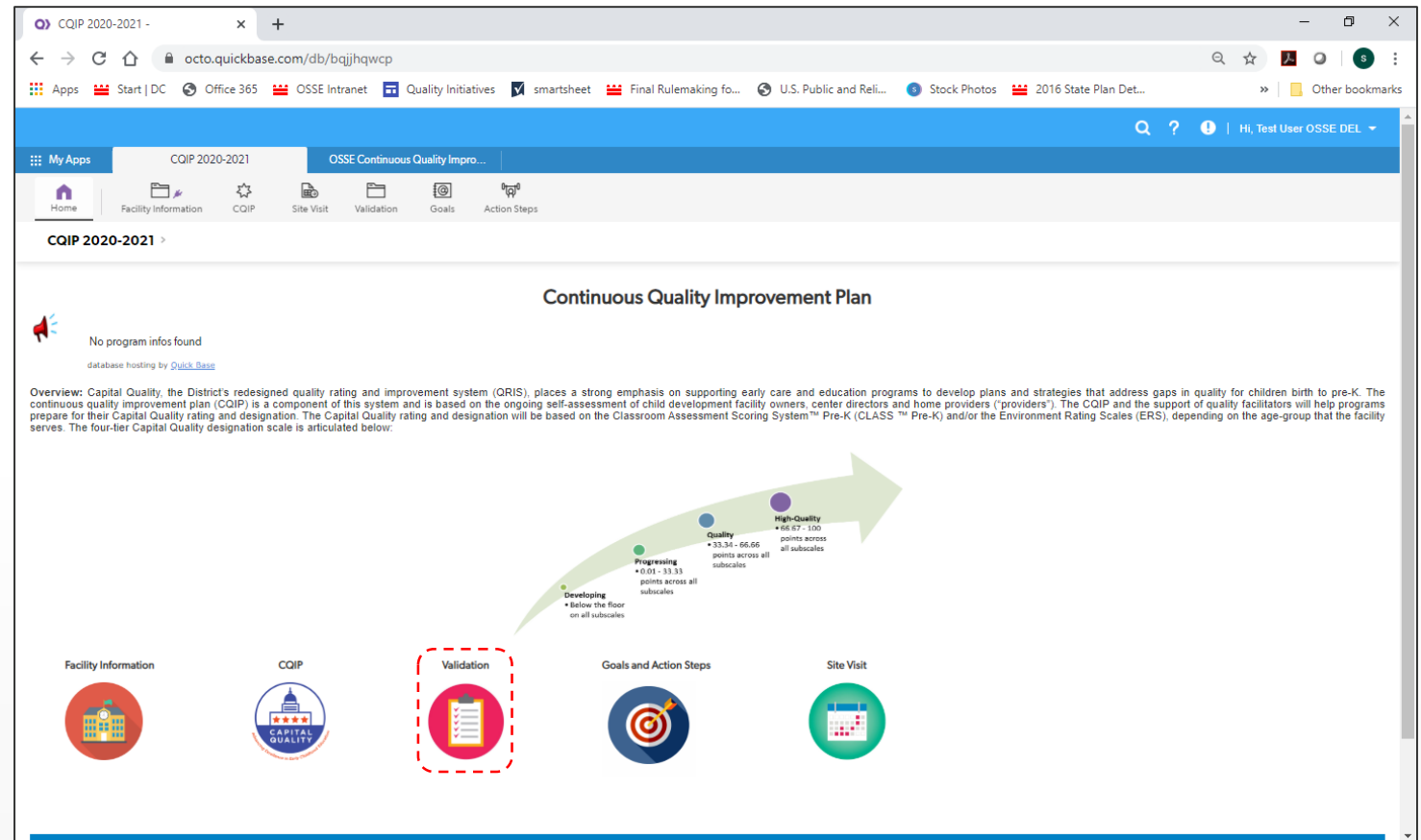
How to Reset Your Password

- 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

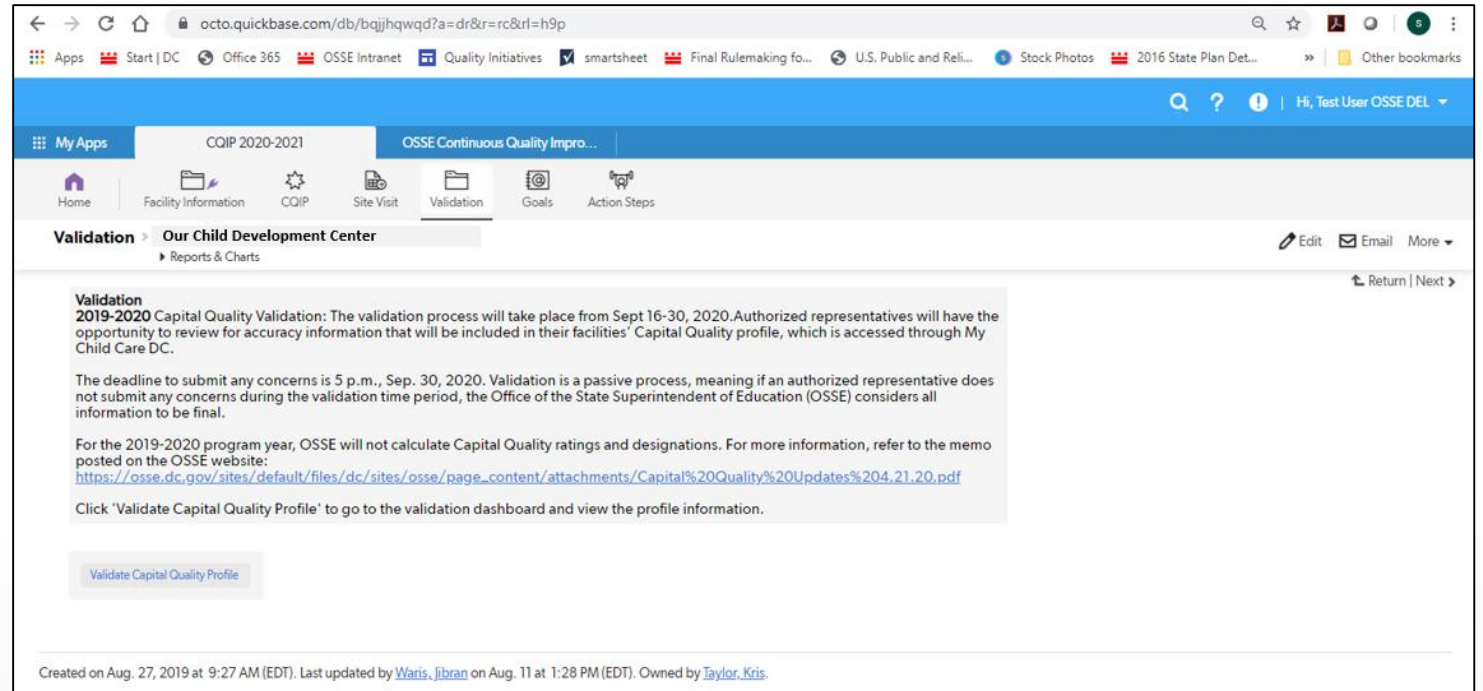
- After you click “Validation,” you will see a list of facilities for which you have access to the validation section.
- Click the “View” (eye) icon next to a facility’s name to go to that facility’s validation section.

The screenshot shows the OSSE Intranet interface. The top navigation bar includes links to Apps, Start | DC, Office 365, OSSE Intranet, Quality Initiatives, smartsheet, Final Rulemaking fo..., U.S. Public and Reli..., and St. The main navigation bar has tabs for My Apps, CQIP 2020-2021, and OSSE Continuous Quality Impro... The sub-navigation bar includes Home, Facility Information, CQIP, Site Visit, Validation, Goals, and Action Steps. The Validation page is active, showing a list of facilities under the heading 'Validation > List All w/ License'. A search bar is present, and a table shows two validations: 'Our Child Development Center' with license number CDC-123456 and 'Our Child Development Home' with license number CDX-123457. The 'View' (eye) icon is highlighted next to the first facility name.

Facility Name	License Number
Our Child Development Center	CDC-123456
Our Child Development Home	CDX-123457

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.”

The screenshot shows a web browser window displaying the OSSE Intranet. The browser's address bar shows the URL: octo.quickbase.com/db/bqjjhqwqd?a=dr&rc=rl=h9p. The browser's bookmark bar includes links to Apps, Start | DC, Office 365, OSSE Intranet, Quality Initiatives, smartsheet, Final Rulemaking fo..., U.S. Public and Reli..., Stock Photos, 2016 State Plan Det..., and Other bookmarks. The OSSE Intranet header is blue and contains a search bar, a help icon, and a user profile for 'Hi, Test User OSSE DEL'. Below the header is a navigation bar with tabs for 'My Apps', 'CQIP 2020-2021', and 'OSSE Continuous Quality Impro...'. The 'CQIP 2020-2021' tab is active, showing a sub-navigation bar with icons for Home, Facility Information, CQIP, Site Visit, Validation, Goals, and Action Steps. The 'Validation' icon is highlighted. Below the navigation bar is a section titled 'Validation > Our Child Development Center' with a sub-link 'Reports & Charts'. To the right of this section are links for 'Edit', 'Email', and 'More'. Below this is a 'Return | Next' link. The main content area is titled 'Validation' and contains the following text: '2019-2020 Capital Quality Validation: The validation process will take place from Sept 16-30, 2020. Authorized representatives will have the opportunity to review for accuracy information that will be included in their facilities' Capital Quality profile, which is accessed through My Child Care DC. The deadline to submit any concerns is 5 p.m., Sep. 30, 2020. Validation is a passive process, meaning if an authorized representative does not submit any concerns during the validation time period, the Office of the State Superintendent of Education (OSSE) considers all information to be final. For the 2019-2020 program year, OSSE will not calculate Capital Quality ratings and designations. For more information, refer to the memo 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 Click 'Validate Capital Quality Profile' to go to the validation dashboard and view the profile information.' A red dashed box highlights the 'Validate Capital Quality Profile' button. At the bottom of the page, a footer states: 'Created on Aug. 27, 2019 at 9:27 AM (EDT). Last updated by [Waris, Jibran](#) on Aug. 11 at 1:28 PM (EDT). Owned by [Taylor, Kris](#).'

How to Review Information: Capital Quality Profile

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

The screenshot shows a web browser window displaying the OSSE Quick Base application. The URL is octo.quickbase.com/db/bqjjhqwqd?a=er&dfid=11&rid=482. The browser's address bar and tabs are visible at the top. The application interface has a blue header with a search bar and user information. Below the header, there's a navigation bar with tabs for 'My Apps', 'CQIP 2020-2021', and 'OSSE Continuous Quality Impro...'. The 'CQIP 2020-2021' tab is active, showing a sub-navigation bar with 'Home', 'Facility Information', 'CQIP', 'Site Visit', 'Validation', 'Goals', and 'Action Steps'. The 'Validation' tab is selected, leading to the 'Validation' page for 'Our Child Development Center'. The page has a 'Save & close' button and a 'Cancel' button. The main content area is titled 'Directions for Validation:' and contains four numbered steps. Step 1: Review your facility's Capital Quality profile. Step 2: If all information appears correct, you do not need to take any action. Simply return to the home page. Step 3: 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. Sub-steps A, B, C, and D are listed. Step 4: Depending on the nature of concerns, OSSE may take from 10 business days through the conclusion of the validation period to respond to concerns. If calculations or information is updated in the process of responding to concerns, these updates will be visible in your facility's validation section of the CQIP Quick Base app. Updates will be made to the app each Friday. Below the directions, there's a note: 'Note: Results of calculations (i.e. points earned) below are rounded to the hundredths place. For example, 12.3894 would be rounded to 12.39.' A table for 'Point of Contact' is shown with fields for 'Name', 'Contact Type', 'Phone', 'Email Address', and 'Link to Facility Website'. The table contains one row for 'Jane Smith', 'Owner/Director', '(555) 555-5555', 'jsmith@center.com', and a link. Below the table, there's a section for 'ACREDITATION' with a table for 'Accreditation_Type' and 'Accreditation_Expiration_Date'. The table is empty, and the text 'No facility syncs found' is displayed. At the bottom, there's a section for 'MISSION STATEMENT'.

octo.quickbase.com/db/bqjjhqwqd?a=er&dfid=11&rid=482

Apps Start | DC Office 365 OSSE Intranet Quality Initiatives smartsheet Final Rulemaking fo... U.S. Public and Reli... Stock Photos 2016 State Plan Det... Other bookmarks

Hi, Test User OSSE DEL

My Apps CQIP 2020-2021 OSSE Continuous Quality Impro...

Home Facility Information CQIP Site Visit Validation Goals Action Steps

Validation Our Child Development Center Reports & Charts Save & close Cancel

Directions for Validation:

1. Review your facility's Capital Quality profile.
2. If all information appears correct, you do not need to take any action. Simply return to the home page.
3. 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.
 - A. Select the area for which you are submitting the concern from the drop-down menu under the column heading "Concern."
 - B. Describe the concern as clearly as possible under the column heading "Please provide details regarding your concern."
 - C. Click "Save & close."
 - D. Your concern is now submitted. You will see a list of all concerns you submitted in the Concerns table.
4. Depending on the nature of concerns, OSSE may take from 10 business days through the conclusion of the validation period to respond to concerns. If calculations or information is updated in the process of responding to concerns, these updates will be visible in your facility's validation section of the CQIP Quick Base app. Updates will be made to the app each Friday.

Note: Results of calculations (i.e. points earned) below are rounded to the hundredths place. For example, 12.3894 would be rounded to 12.39.

Point of Contact	Contact Type	
Jane Smith	Owner/Director	
Phone	Email Address	Link to Facility Website
(555) 555-5555	jsmith@center.com	

ACREDITATION

Accreditation_Type	Accreditation_Expiration_Date
No facility syncs found	

MISSION STATEMENT

How to Review Information: Capital Quality Profile

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

octo.quickbase.com/db/bqjjhqwqd?a=er&dfid=11&rid=482

Apps Start | DC Office 365 OSSE Intranet Quality Initiatives smartsheet Final Rulemaking fo... U.S. Public and Reli... Stock Photos 2016 State Plan Det... Other bookmarks

Validation > Our Child Development Center
Reports & Charts Save & close Cancel

✓ MISSION STATEMENT
Our Child Development Center's mission is to serve the children and families in our community.

✓ RESEARCH BASED CURRICULA USED
Full Report | Grid Edit | Email | More ▾ 2 curriculars

Name of the Curriculum	Age Group where the curriculum is being used	On-Site Administrator Notes/Source(s) of Evidence	Uploads
The Creative Curriculum	Mixed Age	We use this curriculum for all classrooms' age ranges.	
The Creative Curriculum	Mixed Age		

✓ RESEARCH BASED ASSESSMENTS USED
Full Report | Grid Edit | Email | More ▾ 1 Assessment

Name of Assessment	Name of Curriculum	Age group for which the assessment is used	On-Site Administrator Notes/Source(s) of Evidence	Upload(s)
Age & Stages Screening	The Creative Curriculum	Mixed Age	We use the ASQ screening tool and make referrals as needed.	

Whether teachers have paid planning time outside classroom hours
yes

✓ CURRENT YEAR
Infant/Toddler Environment Rating Scale-Revised (ITERS-R) Program-Level Score: Current Year = 3.06
Classroom Assessment Scoring System (CLASS REPORT) Pre-K Program-level Emotional Support Domain Score: Current Year = 5.50
Classroom Assessment Scoring System (CLASS REPORT) Pre-K Program-level Classroom Organization Domain Score: Current Year = 5.40
Classroom Assessment Scoring System (CLASS REPORT) Pre-K Program-level Instructional Support Domain Score: Current Year = 2.20

✓ PREVIOUS YEAR
Infant/Toddler Environment Rating Scale-Revised (ITERS-R) Program-Level Score: Previous Year = NA
Classroom Assessment Scoring System (CLASS REPORT) Pre-K Program-level Emotional Support Domain Score: Previous Year = NA

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.

The screenshot shows a web browser window with the URL `octo.quickbase.com/db/bqjjhqwqd?a=er&dfid=11&rid=482`. The browser's address bar and tabs are visible at the top. The app's navigation bar includes 'My Apps', 'CQIP 2020-2021', and 'OSSE Continuous Quality Impro...'. Below this, a menu bar contains 'Home', 'Facility Information', 'CQIP', 'Site Visit', 'Validation', 'Goals', and 'Action Steps'. The 'Home' icon is highlighted with a red dashed box. The main content area is titled 'Validation > Our Child Development Center' and includes a 'Save & close' button. The 'Directions for Validation' section lists four steps: 1. Review your facility's Capital Quality profile. 2. If all information appears correct, you do not need to take any action. Simply return to the home page. 3. 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. 4. Depending on the nature of concerns, OSSE may take from 10 business days through the conclusion of the validation period to respond to concerns. If calculations or information is updated in the process of responding to concerns, these updates will be visible in your facility's validation section of the CQIP Quick Base app. Updates will be made to the app each Friday. A note states: 'Note: Results of calculations (i.e. points earned) below are rounded to the hundredths place. For example, 12.3894 would be rounded to 12.39.' Below this, a table displays contact information for Jane Smith, including her phone number, email address, and a link to the facility website. The 'ACREDITATION' section shows a table with columns for 'Accreditation_Type' and 'Accreditation_Expiration_Date', with a note that no facility syncs were found. The 'MISSION STATEMENT' section is partially visible at the bottom.

octo.quickbase.com/db/bqjjhqwqd?a=er&dfid=11&rid=482

Apps Start | DC Office 365 OSSE Intranet Quality Initiatives smartsheet Final Rulemaking fo... U.S. Public and Reli... Stock Photos 2016 State Plan Det... Other bookmarks

My Apps CQIP 2020-2021 OSSE Continuous Quality Impro...

Home Facility Information CQIP Site Visit Validation Goals Action Steps

Validation > Our Child Development Center Save & close Cancel

Reports & Charts

Directions for Validation:

1. Review your facility's Capital Quality profile.
2. If all information appears correct, you do not need to take any action. Simply return to the home page.
3. 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.
 - A. Select the area for which you are submitting the concern from the drop-down menu under the column heading "Concern."
 - B. Describe the concern as clearly as possible under the column heading "Please provide details regarding your concern."
 - C. Click "Save & close."
 - D. Your concern is now submitted. You will see a list of all concerns you submitted in the Concerns table.
4. Depending on the nature of concerns, OSSE may take from 10 business days through the conclusion of the validation period to respond to concerns. If calculations or information is updated in the process of responding to concerns, these updates will be visible in your facility's validation section of the CQIP Quick Base app. Updates will be made to the app each Friday.

Note: Results of calculations (i.e. points earned) below are rounded to the hundredths place. For example, 12.3894 would be rounded to 12.39.

Point of Contact	Contact Type	
Jane Smith	Owner/Director	
Phone	Email Address	Link to Facility Website
(555) 555-5555	jsmith@center.com	

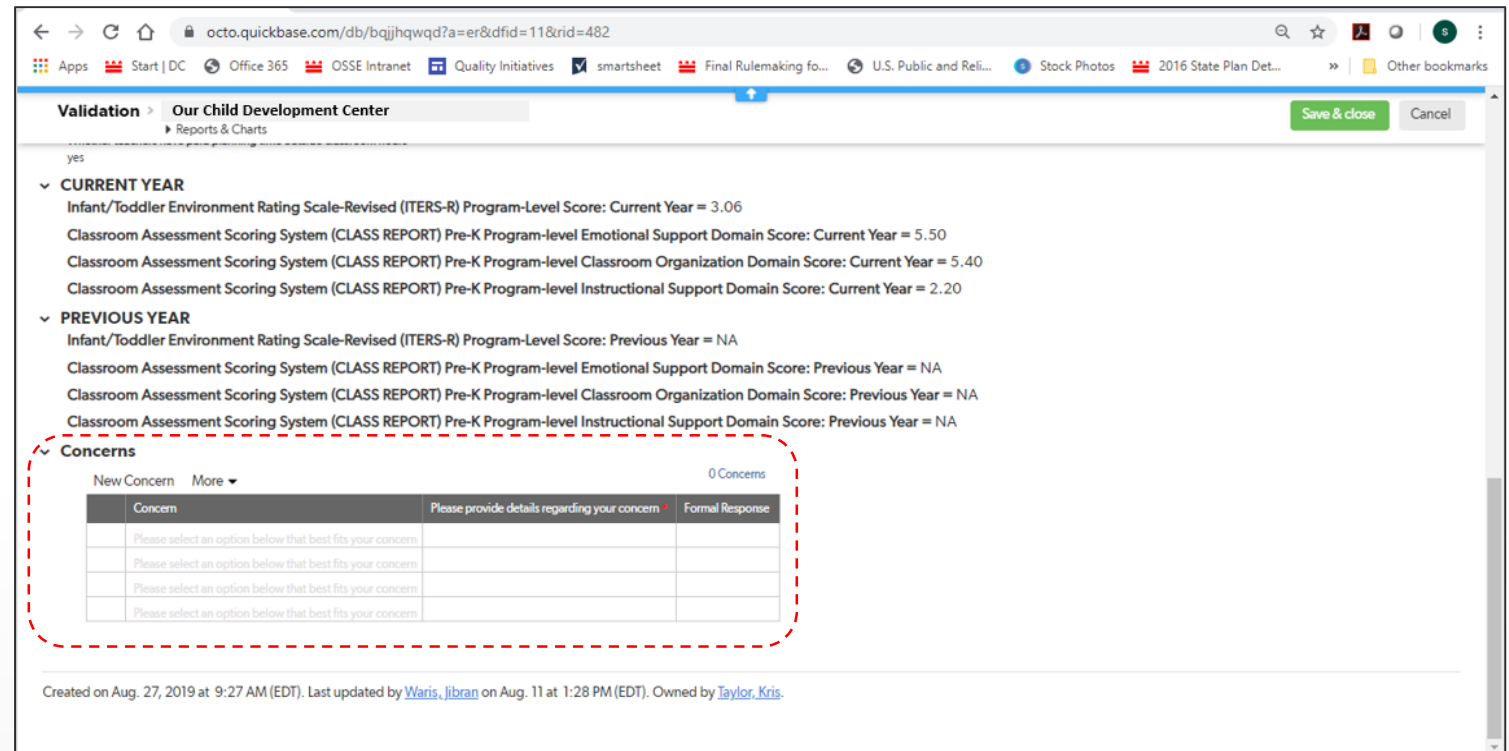
ACREDITATION

Accreditation_Type	Accreditation_Expiration_Date
No facility syncs found	

MISSION STATEMENT

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.



Validation > Our Child Development Center
Reports & Charts

yes

▼ CURRENT YEAR

Infant/Toddler Environment Rating Scale-Revised (ITERS-R) Program-Level Score: Current Year = 3.06

Classroom Assessment Scoring System (CLASS REPORT) Pre-K Program-level Emotional Support Domain Score: Current Year = 5.50

Classroom Assessment Scoring System (CLASS REPORT) Pre-K Program-level Classroom Organization Domain Score: Current Year = 5.40

Classroom Assessment Scoring System (CLASS REPORT) Pre-K Program-level Instructional Support Domain Score: Current Year = 2.20

▼ PREVIOUS YEAR

Infant/Toddler Environment Rating Scale-Revised (ITERS-R) Program-Level Score: Previous Year = NA

Classroom Assessment Scoring System (CLASS REPORT) Pre-K Program-level Emotional Support Domain Score: Previous Year = NA

Classroom Assessment Scoring System (CLASS REPORT) Pre-K Program-level Classroom Organization Domain Score: Previous Year = NA

Classroom Assessment Scoring System (CLASS REPORT) Pre-K Program-level Instructional Support Domain Score: Previous Year = NA

▼ Concerns

New Concern More ▼ 0 Concerns

Concern	Please provide details regarding your concern	Formal Response
Please select an option below that best fits your concern		
Please select an option below that best fits your concern		
Please select an option below that best fits your concern		
Please select an option below that best fits your concern		

Created on Aug. 27, 2019 at 9:27 AM (EDT). Last updated by [Waris, Jibran](#) on Aug. 11 at 1:28 PM (EDT). Owned by [Taylor, Kris](#).

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.”

The screenshot shows a web browser window displaying a Quickbase form titled "Our Child Development Center". The form is divided into sections: "Validation", "CURRENT YEAR", "PREVIOUS YEAR", and "Concern". The "Concern" section is currently selected, and a dropdown menu is open, showing a list of options for selecting the area of concern. The options include: "Please select an option below that best fits your concern", "Capital Quality framework", "Capital Quality group number", "Infant/Toddler Environment Rating Scale-Revised (ITERS-R) scores", "Family Child Care Environment Rating Scale-Revised (FCCERS-R) scores", "Classroom Assessment Scoring System (CLASS) scores", "Steps to calculate the Capital Quality rating and designation", "Capital Quality rating (i.e., the numeric score that is between 0-100)", "Capital Quality designation (i.e., Preliminary, Developing, Progressing, Quality or High-Quality)", "Point of contact for the facility", "Contact type (e.g., owner/director, center director, home provider, other)", "Phone", "Email address", "Link to facility website", "Mission statement", "Program year noted for current year scores", "Program year noted for previous year scores", "Number of classrooms", and "Number of staff". The form also displays various scores and ratings, such as "Infant/Toddler Environment Rating Scale-Revised (ITERS-R) Program-Level Score: Current Year = 3.06", "Support Domain Score: Current Year = 5.50", "Organization Domain Score: Current Year = 5.40", and "Capital Quality Rating: Current Year = 2.20". At the bottom of the form, there is a footer that reads: "Created on Aug. 27, 2019 at 9:27 AM (EDT). Last updated by Wavis, libran on Aug. 11 at 1:28 PM (EDT). Owned by Taylor, Kris."

How to Submit Concerns

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

The screenshot shows a web browser window with the URL `octo.quickbase.com/db/bqijhqwd?a=er&dfid=11&rid=482`. The page title is "Validation > Our Child Development Center" with a "Save & close" button. The form content includes:

- Validation > Our Child Development Center**
 - Reports & Charts
 - yes
 - ▼ CURRENT YEAR**
 - Infant/Toddler Environment Rating Scale-Revised (ITERS-R) Program-Level Score: Current Year = 3.06
 - Classroom Assessment Scoring System (CLASS REPORT) Pre-K Program-level Emotional Support Domain Score: Current Year = 5.50
 - Classroom Assessment Scoring System (CLASS REPORT) Pre-K Program-level Classroom Organization Domain Score: Current Year = 5.40
 - Classroom Assessment Scoring System (CLASS REPORT) Pre-K Program-level Instructional Support Domain Score: Current Year = 2.20
 - ▼ PREVIOUS YEAR**
 - Infant/Toddler Environment Rating Scale-Revised (ITERS-R) Program-Level Score: Previous Year = NA
 - Classroom Assessment Scoring System (CLASS REPORT) Pre-K Program-level Emotional Support Domain Score: Previous Year = NA
 - Classroom Assessment Scoring System (CLASS REPORT) Pre-K Program-level Classroom Organization Domain Score: Previous Year = NA
 - Classroom Assessment Scoring System (CLASS REPORT) Pre-K Program-level Instructional Support Domain Score: Previous Year = NA
 - ▼ Concerns**
 - New Concern More ▼
 - 0 Concerns

Concern	Please provide details regarding your concern *	Formal Response
Point of contact for the facility	We have a new point of contact, Joe Smith.	
Please select an option below that best fits your concern		
Please select an option below that best fits your concern		
Please select an option below that best fits your concern		
Please select an option below that best fits your concern		

©created on Aug. 27, 2019 at 9:27 AM (EDT). Last updated by [Waris, Jibran](#) on Aug. 11 at 1:28 PM (EDT). Owned by [Taylor, Kris](#).

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.

Validation > Our Child Development Center
Reports & Charts

yes

✓ **CURRENT YEAR**
Infant/Toddler Environment Rating Scale-Revised (ITERS-R) Program-Level Score: Current Year = 3.06
Classroom Assessment Scoring System (CLASS REPORT) Pre-K Program-level Emotional Support Domain Score: Current Year = 5.50
Classroom Assessment Scoring System (CLASS REPORT) Pre-K Program-level Classroom Organization Domain Score: Current Year = 5.40
Classroom Assessment Scoring System (CLASS REPORT) Pre-K Program-level Instructional Support Domain Score: Current Year = 2.20

✓ **PREVIOUS YEAR**
Infant/Toddler Environment Rating Scale-Revised (ITERS-R) Program-Level Score: Previous Year = NA
Classroom Assessment Scoring System (CLASS REPORT) Pre-K Program-level Emotional Support Domain Score: Previous Year = NA
Classroom Assessment Scoring System (CLASS REPORT) Pre-K Program-level Classroom Organization Domain Score: Previous Year = NA
Classroom Assessment Scoring System (CLASS REPORT) Pre-K Program-level Instructional Support Domain Score: Previous Year = NA

✓ **Concerns**
New Concern More ▾ 0 Concerns

Concern	Please provide details regarding your concern	Formal Response
Point of contact for the facility	We have a new point of contact, Joe Smith.	
Please select an option below that best fits your concern		
Please select an option below that best fits your concern		
Please select an option below that best fits your concern		
Please select an option below that best fits your concern		

Created on Aug. 27, 2019 at 9:27 AM (EDT). Last updated by [Waris, Jibran](#) on Aug. 11 at 1:28 PM (EDT). Owned by [Taylor, Kris](#).



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.

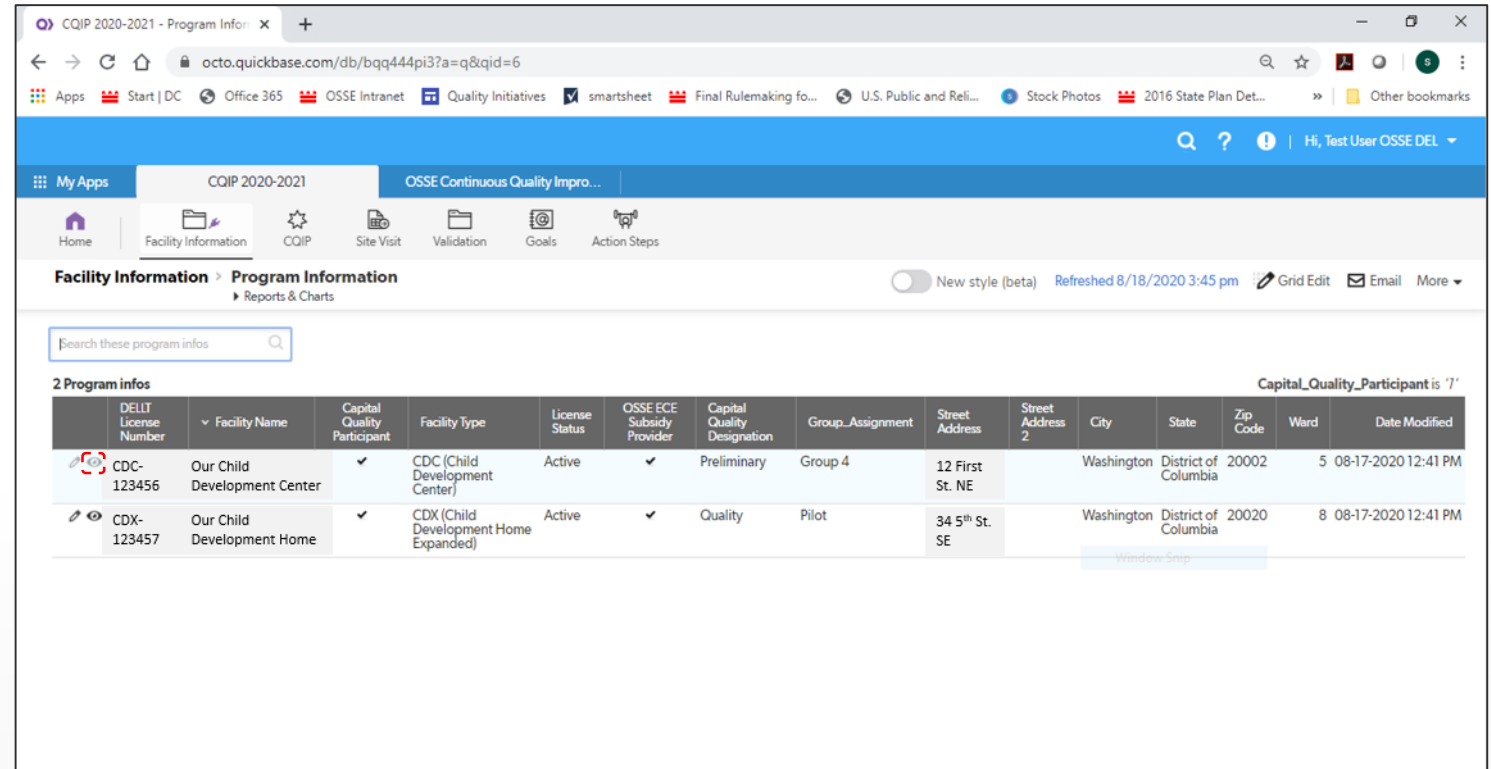
How to View: Effective Capital Quality Designations

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

The screenshot shows the QuickBase interface for the CQIP 2020-2021 app. The browser address bar shows octo.quickbase.com/db/bqjjhqwcp. The navigation bar includes tabs for "My Apps", "CQIP 2020-2021", and "OSSE Continuous Quality Impro...". Below the navigation bar, there is a "Home" button and a menu with icons for "Facility Information", "CQIP", "Site Visit", "Validation", "Goals", and "Action Steps". The main content area is titled "Continuous Quality Improvement Plan" and contains a message: "No program info found" with a link to "database hosting by Quick Base". Below this, there is an overview text: "Overview: Capital Quality, the District's redesigned quality rating and improvement system (QRIS), places a strong emphasis on supporting early care and education programs to develop plans and strategies that address gaps in quality for children birth to pre-K. The continuous quality improvement plan (CQIP) is a component of this system and is based on the ongoing self-assessment of child development facility owners, center directors and home providers ('providers'). The CQIP and the support of quality facilitators will help programs prepare for their Capital Quality rating and designation. The Capital Quality rating and designation will be based on the Classroom Assessment Scoring System™ Pre-K (CLASS™ Pre-K) and/or the Environment Rating Scales (ERS), depending on the age-group that the facility serves. The four-tier Capital Quality designation scale is articulated below:". Below the overview text, there is a diagram showing the four-tier Capital Quality designation scale: "Developing" (Below the floor on all subscales), "Progressing" (0.01 - 33.33 points across all subscales), "Quality" (33.34 - 66.66 points across all subscales), and "High-Quality" (66.67 - 100 points across all subscales). At the bottom of the page, there is a navigation bar with icons for "Facility Information", "CQIP", "Validation", "Goals and Action Steps", and "Site Visit". The "Facility Information" icon is highlighted with a red dashed box.



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.



Search these program infos

2 Program infos

	DELIT License Number	Facility Name	Capital Quality Participant	Facility Type	License Status	OSSE ECE Subsidy Provider	Capital Quality Designation	Group Assignment	Street Address	Street Address 2	City	State	Zip Code	Ward	Date Modified
	CDC-123456	Our Child Development Center	✓	CDC (Child Development Center)	Active	✓	Preliminary	Group 4	12 First St. NE		Washington	District of Columbia	20002	5	08-17-2020 12:41 PM
	CDX-123457	Our Child Development Home	✓	CDX (Child Development Home Expanded)	Active	✓	Quality	Pilot	34 5th St. SE		Washington	District of Columbia	20020	8	08-17-2020 12:41 PM

Window Snip

How to View: Effective Capital Quality Designations

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

The screenshot shows a web browser window displaying the 'CQIP 2020-2021 - Program Info' page. The page is titled 'Program Info 387' and includes a 'Facility Information' section. The facility information is as follows:

FACILITY INFORMATION			
DELT License Number	Facility Name		
CDC-123456	Our Child Development Center		
License Issue Date	Provider Name		
03-26-2018	Our Child Development, Ltd.		
Street Address 1	Street Address 2	City	
12 First St. NE		Washington	
State	Zip Code	Ward	
District of Columbia	20002	5	
Phone	Point of Contact	Contact Type	Email
(555) 555-5555	Jane Smith	Center Director	jsmith@center.com

Facility serves :

☒ Infant ☒ Toddler ☒ PreSchool ☐ Pre-K ☐ School Age

☐ Non-Traditional Care

This licensing information is on file with OSSE. If you need to make updates to any of this information, please contact your facility's licensing specialist to confirm information in DELLT, the licensing system of record.

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.

CQIP 2020-2021 - Program Info

octo.quickbase.com/db/bqq444pi37a=dr&tr=be&rl=p3r

Facility Information > Program Info 387

Reports & Charts

Facility serves:

☒ Infant ☒ Toddler ☒ PreSchool ☐ Pre-K ☐ School Age

☐ Non-Traditional Care

This licensing information is on file with OSSE. If you need to make updates to any of this information, please contact your facility's licensing specialist to confirm information in DELLT, the licensing system of record.

CAPITAL QUALITY INFORMATION

Capital Quality Framework: Birth-to-Five

Capital Quality Designation: 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

PROGRAM PARTICIPATION

Full Report | Grid Edit | Email | More ▾ 1 CDF

Subsidized Child Care Services	Level 2 provider	Pre-K Enhancement and Expansion	Quality Improvement Network	Shared Services Business Alliance	Healthy Tots	Bainum Initiatives
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PROGRAM SUPPORT PERSONNEL

Program Type	Contact Type	Point of Contact	Email Address	Phone Number

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.**
- **OSSE will not respond to concerns submitted after 5 p.m. on Sept. 30, 2020.**
- Validation is a passive process, so **no submissions are required.**

FIND US

ADDRESS:

1050 First St. NE,
Washington, DC 20002

EMAIL:

Validation.OSSE@dc.gov

GET SOCIAL



facebook.com/ossedc



twitter.com/ossedc



youtube.com/DCEducation



www.osse.dc.gov