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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 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. 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 2020-21 Validation

For the 2020-21 program year, OSSE will calculate Capital Quality ratings and designations for facilities with only one year of valid observation data (i.e., facilities initially designated Preliminary). All other facilities (i.e., facilities that have already been rated using two years of valid observation data and facilities that have no valid observation data) will NOT be rated.

All providers will have the opportunity to validate information on their facilities’ Capital Quality profiles.

Providers whose facilities are eligible to be rated will have the opportunity to validate their facilities’ Capital Quality ratings and designations.
Areas for Validation: Capital Quality Profile

- 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 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 program year 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 2020-21 program year validation period for reference.
Areas for Validation:
Capital Quality Rating and Designation

- Capital Quality framework;
- Capital Quality group number;
- ITERS, FCCERS and/or CLASS Pre-K scores;
- Steps to calculate the Capital Quality rating and designation;
- Capital Quality rating (i.e., the numeric score that is between 0-100); and
- Capital Quality designation (i.e., Preliminary, Developing, Progressing, Quality or High-Quality).
Validation Timeline
Validation Timeline

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

<table>
<thead>
<tr>
<th>Timeline</th>
<th>Action</th>
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<tbody>
<tr>
<td>Sept. 13, 2021</td>
<td>Validation period begins.</td>
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</table>
| Sept. 13-Oct. 1, 2021  | 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.                                                                                                                                                    |
| Oct. 1, 2021, 5 p.m.   | Validation period for authorized representatives closes. Deadline for authorized representatives to submit any concerns (none are required).                                                        |
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.
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 (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.
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: Capital Quality Profile

- 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.
How to Review Information: Capital Quality Rating and Designation

• If your facility is eligible to be rated with one year of observation data, you will see a second link on your facility’s validation page to validate your facility’s Capital Quality rating and designation.

• Click “Validate Capital Quality Rating.”
How to Review Information: Capital Quality Rating and Designation

• After clicking “Validate Capital Quality Rating,” you will see your facility’s Capital Quality rating and designation page.
How to Review Information: Capital Quality Rating and Designation

• Scroll down the page to review your facility’s Capital Quality rating and designation.
How to Review Information: Capital Quality Rating and Designation

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

Validation - Our Child Development Center

Directions for Validation:
1. Review your facility’s Capital Quality rating and designation.
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: Program-level scores and results of calculations (i.e., points earned) below are rounded to the hundredths place for the purpose of displaying during the validation process. For example, 12.3894 would be rounded to 12.39. No rounding occurs during the calculation of program level scores and Capital Quality points earned to ensure precision.

Facility Name: Our Child Development Center
Facility License: CQI-12345
Facility Address: 1010 First St. NE, Suite 100, Washington, DC 20002

Capital Quality Rating: Birth-to-Five
Capital Quality Group: Birth-to-Five
Program Year of Previous Year’s Rating: 2018-2019
Program Year of Current Year’s Rating: 2019-2020

Birth-to-Five Facilities:
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.
Next Steps
Next Steps

- 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 on Sept. 13, 2021.
  - 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. 13-Oct. 1, 2021
- Authorized representatives (and any delegate authorized representatives) review information on the Capital Quality profile via the CQIP Quickbase app.

5 p.m. on Oct. 1, 2021
- Deadline for authorized representatives to submit any concerns on the accuracy of the information reviewed.

Oct. 15, 2021
- 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 Oct. 1 deadline to submit concerns.
- OSSE will not respond to concerns submitted after 5 p.m. on Oct. 1, 2021.
- 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

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www.osse.dc.gov