

Capital Quality Validation Webinar

Sept. 7, 2021

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
- 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 profiles, which are accessed through <u>My Child</u> <u>Care DC</u>. 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 <u>final.</u>



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.

Timeline	Action
Sept. 13, 2021	Validation period begins.
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).
Oct. 2-15, 2021	Authorized representatives review any updated information.
Oct. 15, 2021	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. 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 <u>Validation.OSSE@dc.gov</u>.



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 <u>Validation.OSSE@dc.gov</u>.





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 <u>octo.quickbase.com</u> 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."

All fields marked with	an asterisk (*) are required.
First name *	
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Choose a password *	
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Retype password	Password strength:
	✓ Must be at least 8 characters
	✓ Must include both numbers and letters
Please set up a securit Question: * Answer: * Retype Answer: *	y question in case you ever need to reset your password. Select a question ▼ Security answers must match Your answer is not case sensitive.



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."

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Not a	Quick Base user? Create a log-in.	
© 2019 QuickB	ase, Inc. All rights reserved. Terms Privacy	
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 If you forgot your password, click "I forgot my password."

	You need to sign in to get to that page.	
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	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 Privac	у



- 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."

Forgot my Password	
Don't worry, it happens to everyone. We'll get you back into Quick Base right away.	
Email or user name	
Reset my Password	
Back to Sign In	



- 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.





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

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	Forgetting your password is no fun. Click the link below to get back to being productive with Quick Base. The link is active for the next 30 minutes.
••	If you did not make this request, you don't need to take any action.
No recent chats Start a new one	This was sent by Quick Base. If you have trouble using the link(s) above, copy and paste the following link(s) into your browser's address bar: <u>https://octo.guickbase.com/db/main?a-n&s-fkdzzs.UIMONCr's</u> <u>ZFI09IP3OnMardcAS3029530</u> For security reasons, this link will expire in 30 minutes. © 2019 QuickBase, Inc. All rights reserved. Registration & Internet access required. Terms, conditions, pricing, features, and service options subject to change.



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.

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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.

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

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

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1. Review	your facility's Capi	tal Quality profile	e.									
2. If all inf	ormation appears o	correct, you do n	ot need to take a	ny action. Simp	ly return to	the home pag	je.					
3. To subr	nit a concern, scrol	I down to the bo	ttom of the page	and click one r	ow in the Co	oncerns table	Submit one	concern for ea	ch area you beli	eve is incorrect	t	
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Name	of the Age Gi ulum the cur	roup where riculum	On-Site Administ of Evidence	rator Notes/Sour	rce(s)						Uplo	ads

- 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 > Reports & Charts	Center	Save & close Cancel
yes		
CURRENT YEAR		
Infant/Toddler Environment Rating Scale	-Revised (ITERS-R) Program-Level Score: Current Year = 3.06	
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Classroom Assessment Scoring System (CLASS REPORT) Pre-K Program-level Classroom Organization Domain Score: Current Year = 5.40	
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- 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."





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

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

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- 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."

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 After clicking "Validate Capital Quality Rating," you will see your facility's Capital Quality rating and designation page.





 Scroll down the page to review your facility's Capital Quality rating and designation.

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Emotional Support	Classroom Organization	Instructional Support			ļ
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- If all information appears accurate, no action is required.
- Click "Home" to return to the home page.
- Click "Log out" to log out.





- 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.

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- 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."

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

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

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Next Steps

Next Steps

- Review the validation guide available on the OSSE website: <u>https://osse.dc.gov/page/capital-quality-qris</u>.
- 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 <u>Validation.OSSE@dc.gov</u>.



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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