



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 [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.

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 Validation.OSSE@dc.gov.

Delegate Authorized Representative

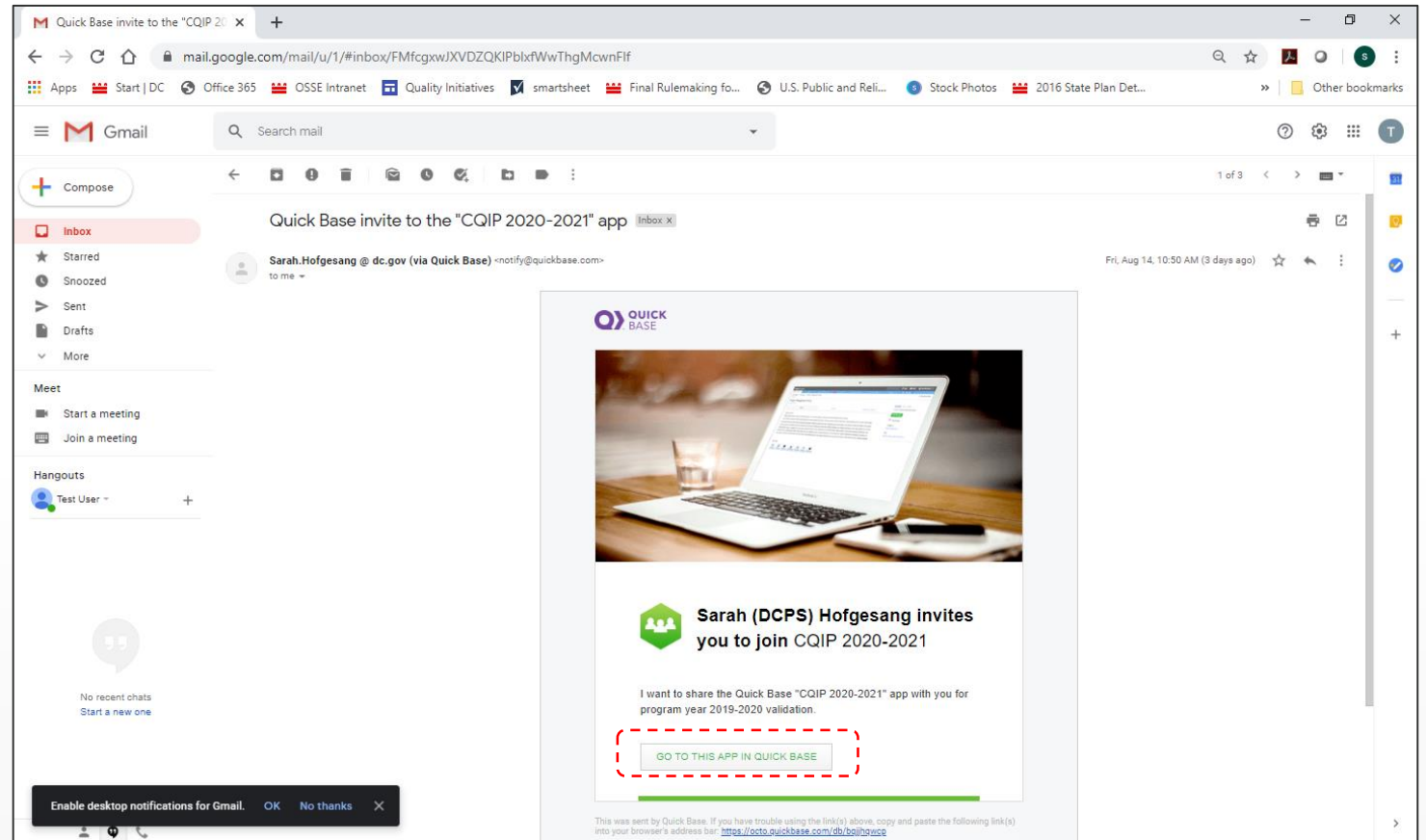
If the licensee/provider wants to give **additional individuals (e.g., executive director, facility owner or co-owner, assistant director)** access to view the validation section of the CQIP QuickBase app, the licensee/provider can designate one or more delegate authorized representatives. Delegate authorized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



Validation Process

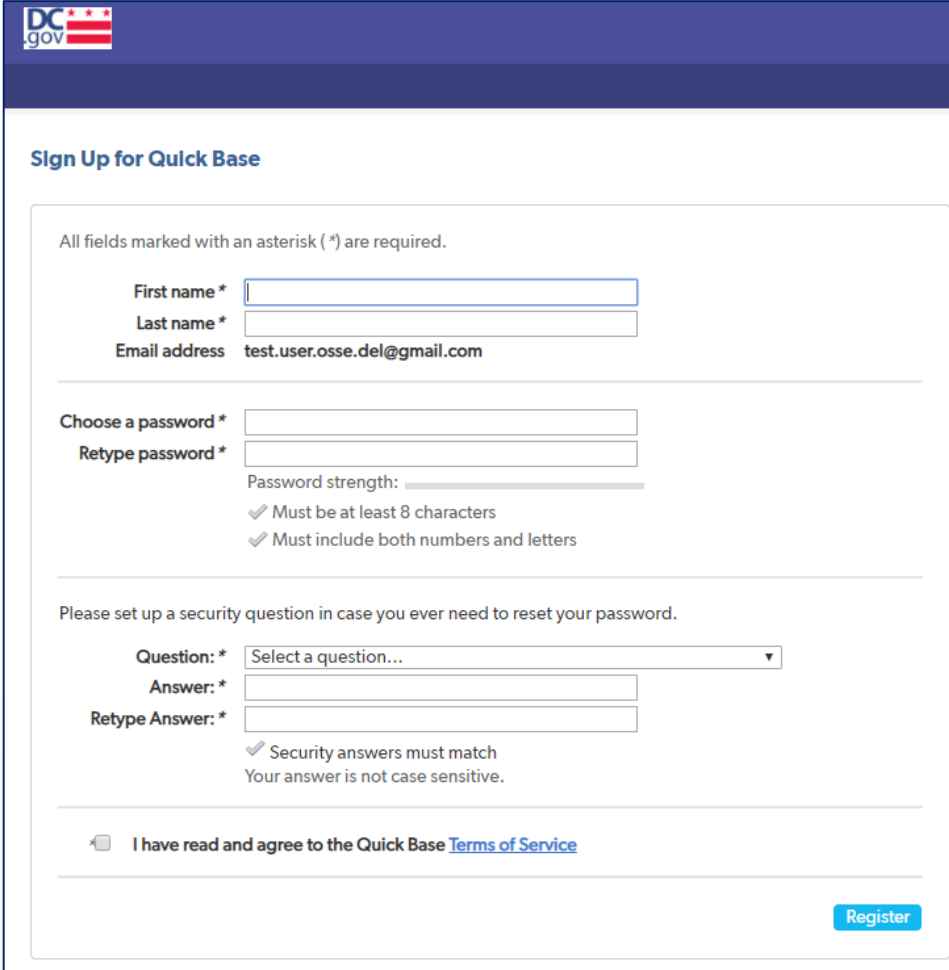
How to Log in to Quickbase

- 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 checkmarks for '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 note that 'Security answers must match' and 'Your answer is not case sensitive.' The fourth section has a checkbox for 'I have read and agree to the Quick Base Terms of Service'. A 'Register' button is located at the bottom right of the form.

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

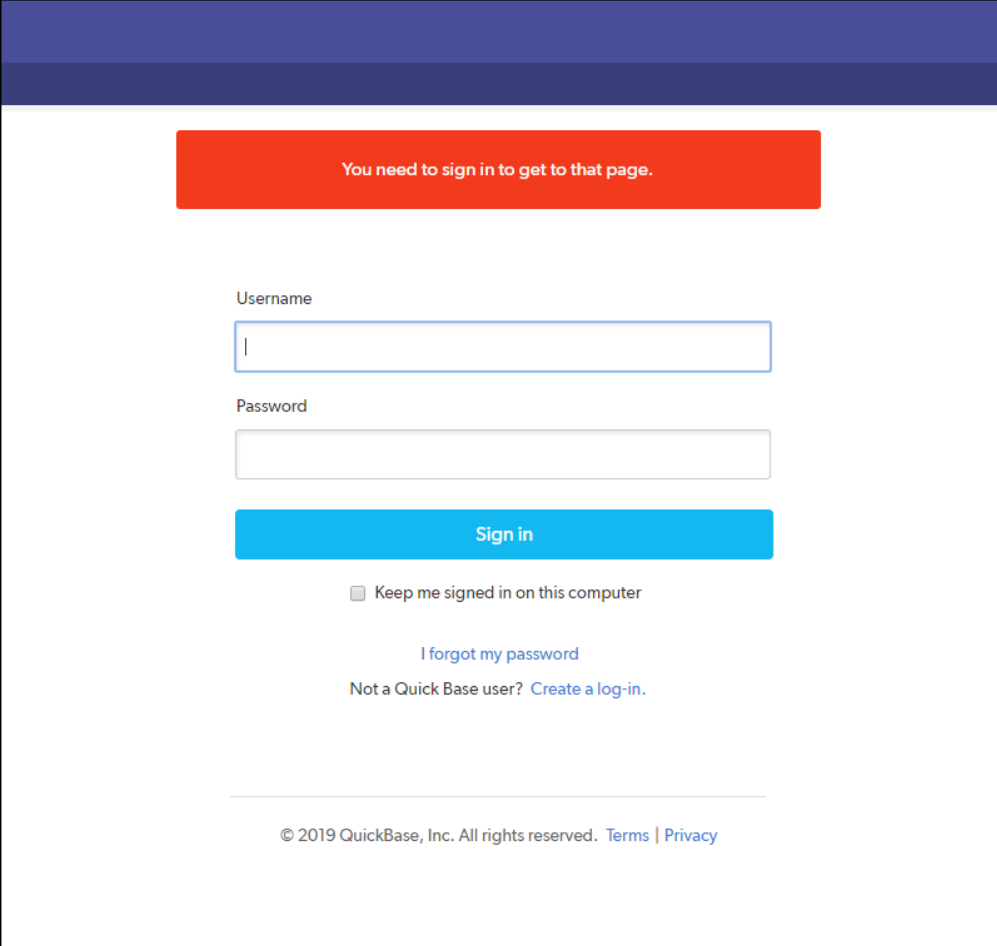
Your answer is not case sensitive.

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

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.”

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 the username field, the word "Password" is followed by an empty password 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 are two links: "I forgot my password" and "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

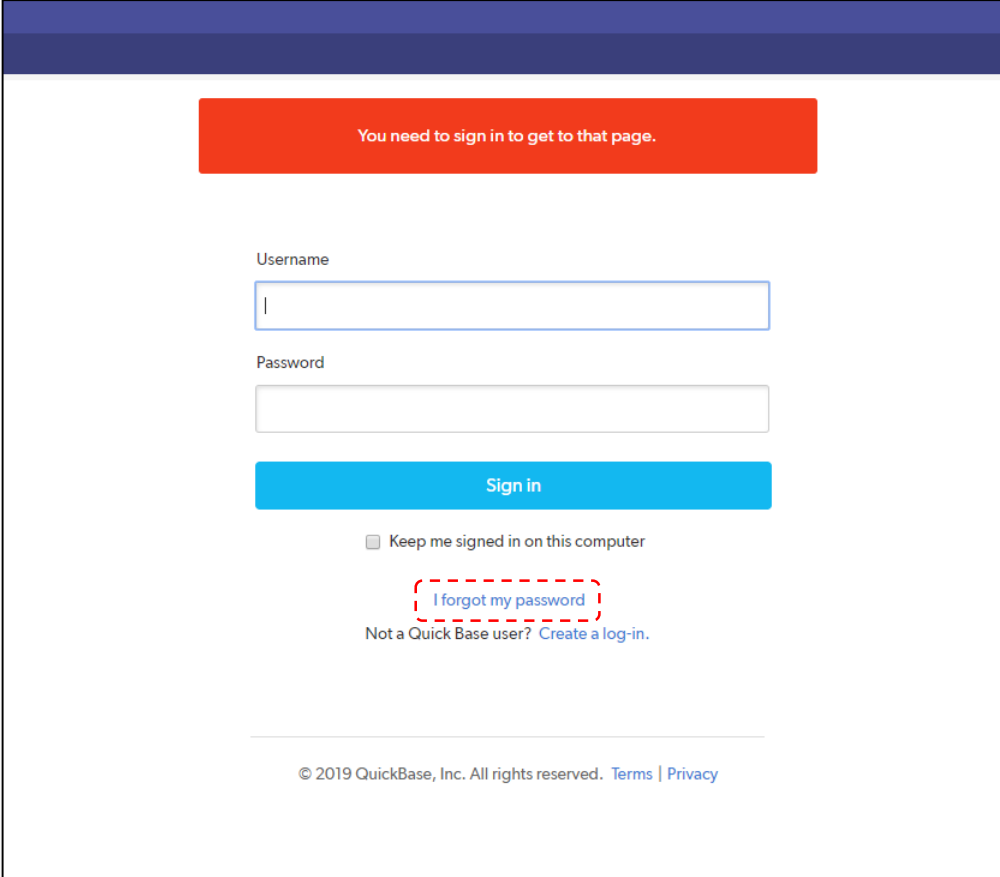
[I forgot my password](#)

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

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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". The link "I forgot my password" is highlighted with a red dashed rectangle. Below this link is the text "Not a Quick Base user? Create a log-in." At the bottom of the page, the copyright notice "© 2019 QuickBase, Inc. All rights reserved." is followed by links to "Terms" and "Privacy".

You need to sign in to get to that page.

Username

Password

Sign in

☐ Keep me signed in on this computer

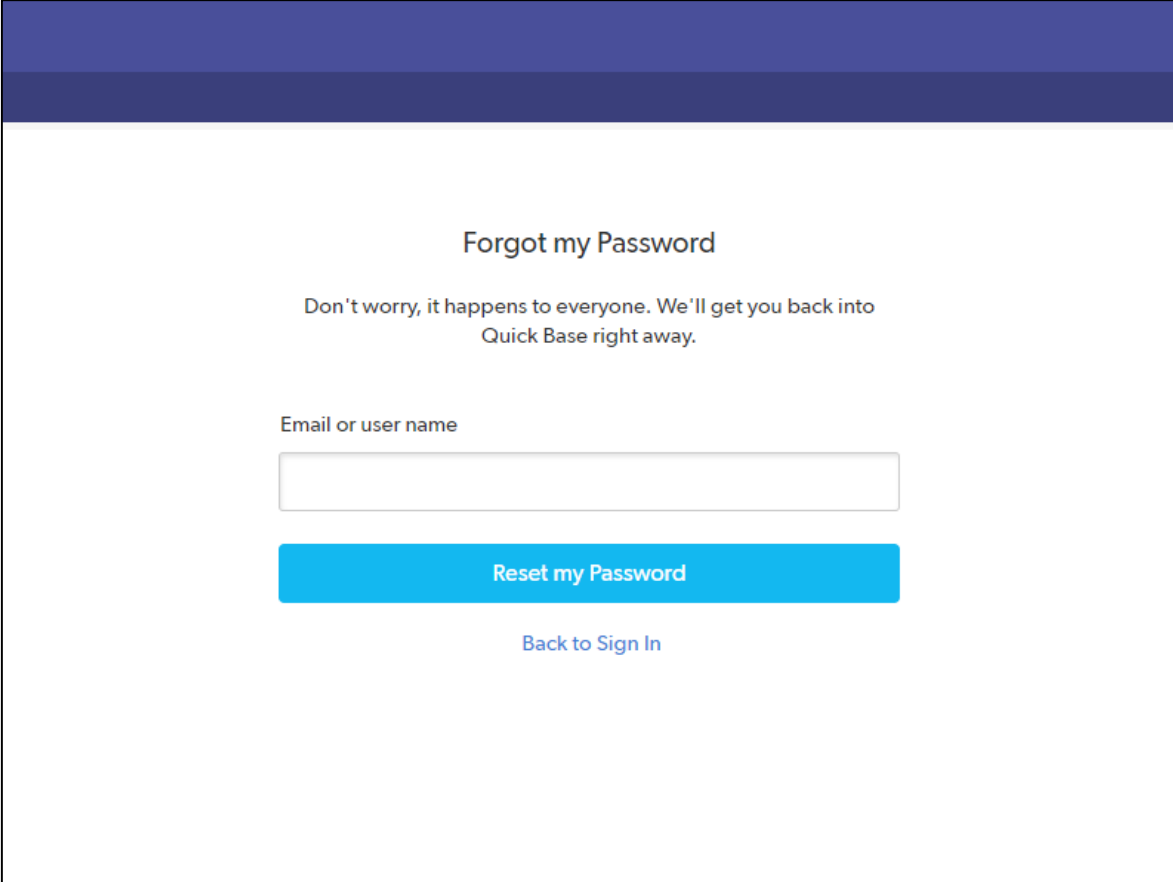
[I forgot my password](#)

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

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How to Reset Your Password

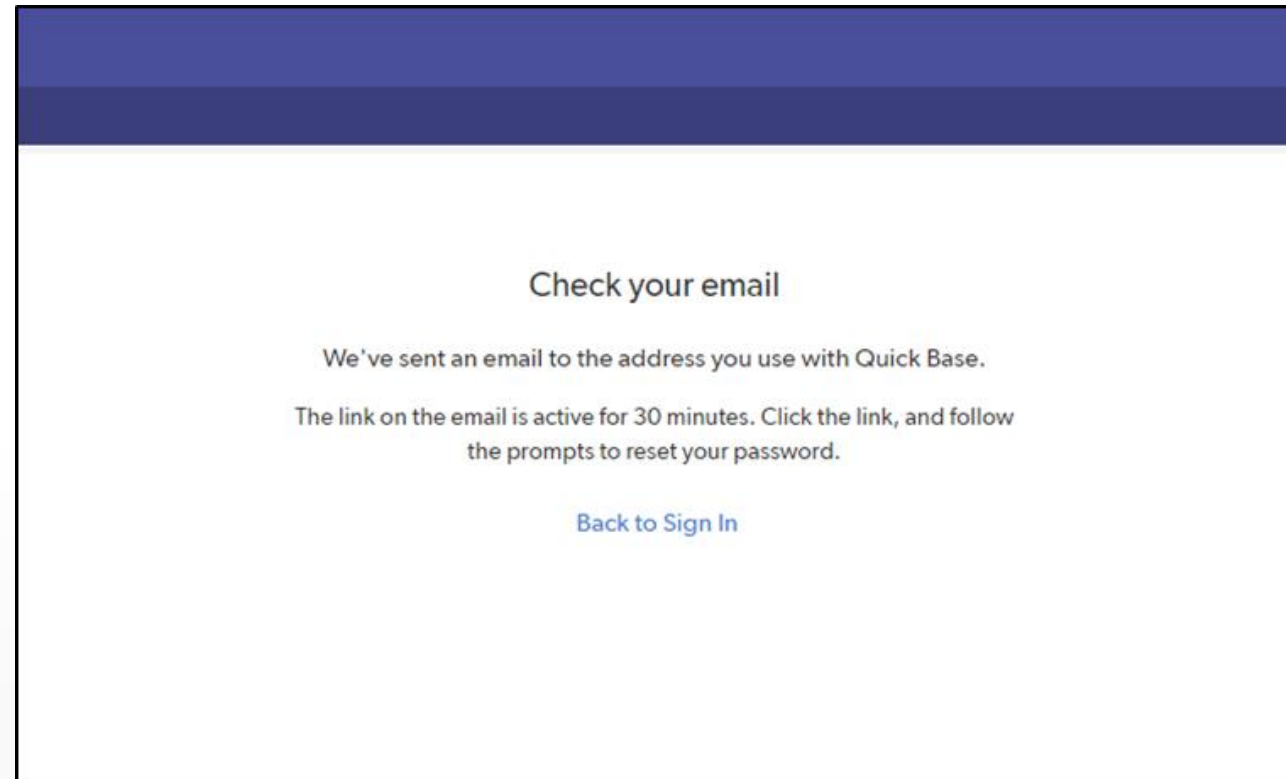
- After you click “I forgot my password,” you will see a page with the title “Forgot my Password.”
- Enter your email address and click “Reset my Password.”



The screenshot shows a web page titled "Forgot my Password" with a dark blue header. Below the title, a message reads: "Don't worry, it happens to everyone. We'll get you back into Quick Base right away." There is a text input field labeled "Email or user name". Below the input field is a blue button labeled "Reset my Password". At the bottom of the page is a link labeled "Back to Sign In".

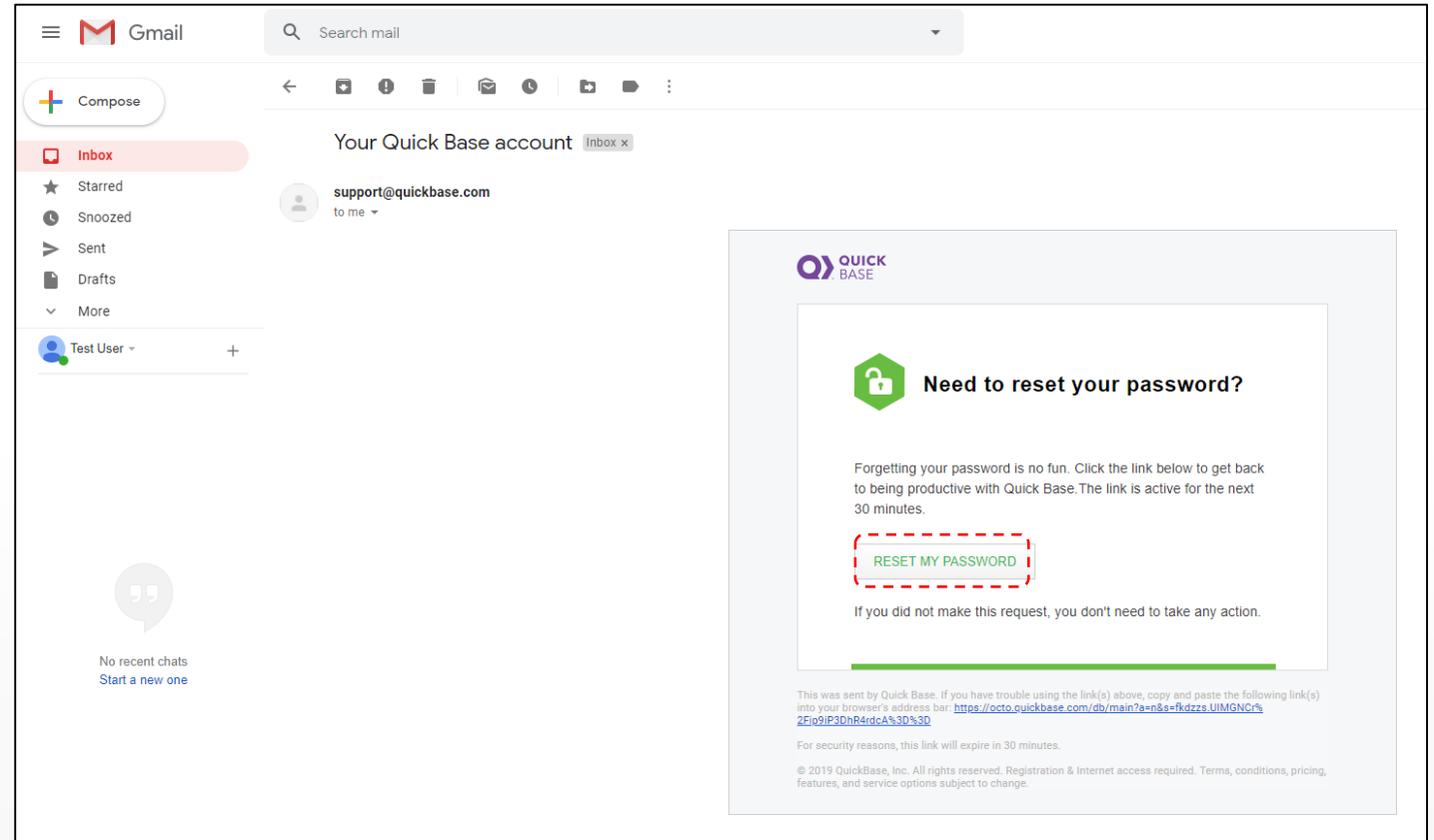
How to Reset Your Password

- 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.



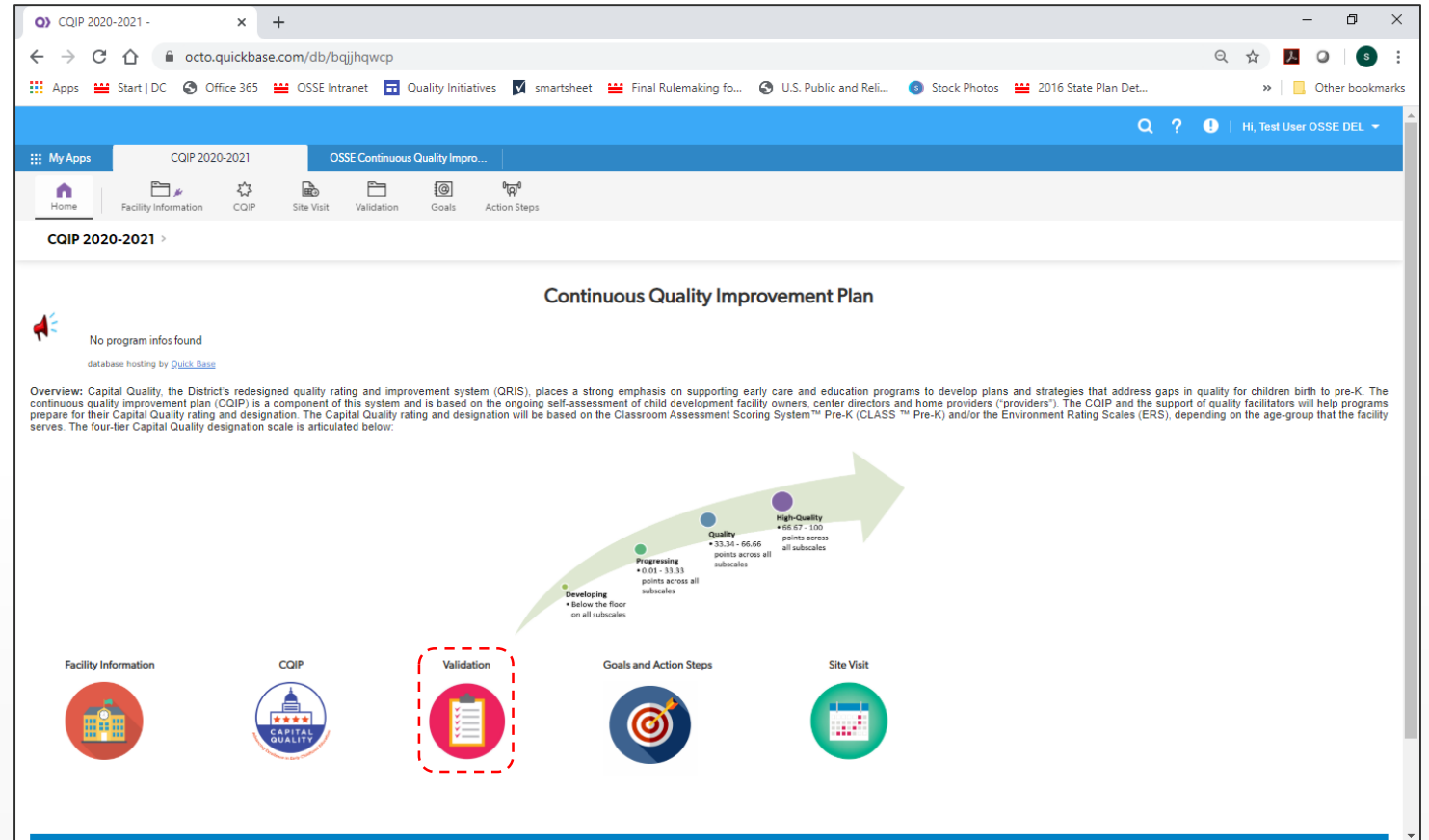
How to Reset Your Password

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



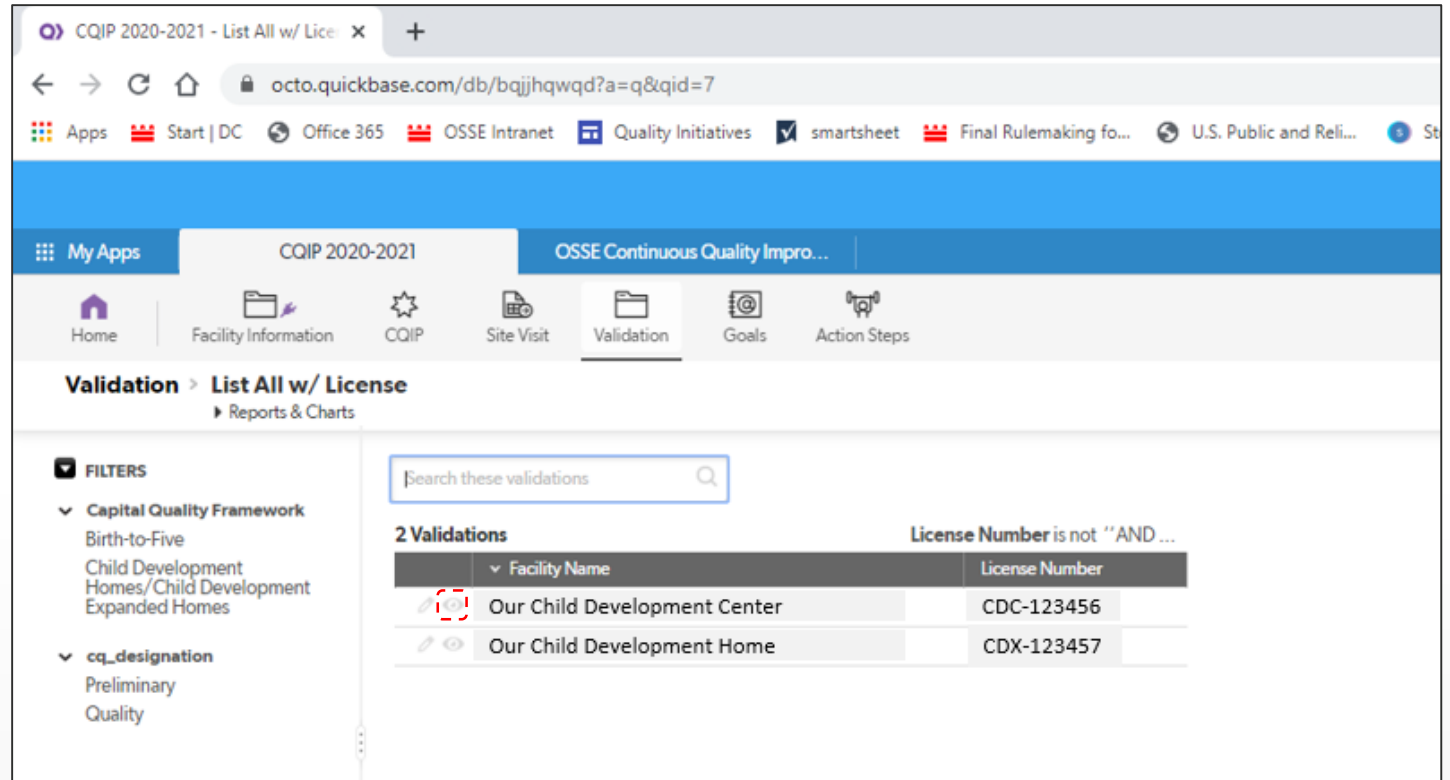
How to Navigate to the Validation Page

- 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.

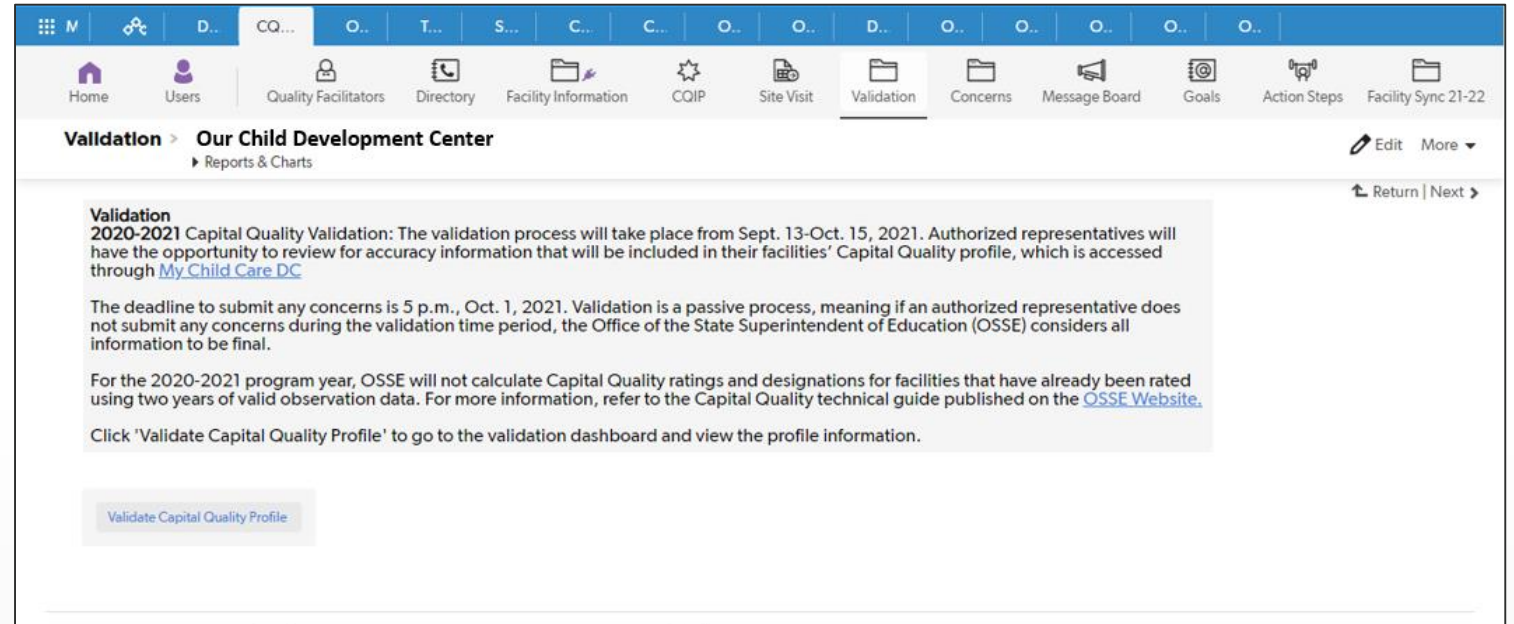


The screenshot shows the OSSE Intranet interface. The top navigation bar includes links for Apps, Start | DC, Office 365, OSSE Intranet, Quality Initiatives, smartsheet, Final Rulemaking fo..., U.S. Public and Reli..., and St. The main navigation bar has tabs for My Apps, CQIP 2020-2021, and OSSE Continuous Quality Impro... The Validation page is active, showing a list of facilities under the heading 'Validation > List All w/ License'. The list includes 'Our Child Development Center' and 'Our Child Development Home', each with a 'View' (eye) icon. The 'View' icon for 'Our Child Development Center' is highlighted with a red dashed box.

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: Capital Quality Profile

- Click “Validate Capital Quality Profile.”

The screenshot shows a web application interface for OSSE. The top navigation bar includes tabs for Home, Users, Quality Facilitators, Directory, Facility Information, CQIP, Site Visit, Validation (selected), Concerns, Message Board, Goals, Action Steps, and Facility Sync 21-22. Below the navigation bar, the page title is "Validation > Our Child Development Center" with a sub-link "Reports & Charts" and an "Edit" button. The main content area contains a "Validation" section with the following text:

Validation
2020-2021 Capital Quality Validation: The validation process will take place from Sept. 13-Oct. 15, 2021. 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., Oct. 1, 2021. 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 2020-2021 program year, OSSE will not calculate Capital Quality ratings and designations for facilities that have already been rated using two years of valid observation data. For more information, refer to the Capital Quality technical guide published on the [OSSE Website](#).

Click 'Validate Capital Quality Profile' to go to the validation dashboard and view the profile information.

At the bottom of the content area, there is a button labeled "Validate Capital Quality Profile" which is highlighted with a red dashed rectangular border.

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 the OSSE Capital Quality Profile validation interface. At the top is a navigation bar with icons for Home, Users, Quality Facilitators, Directory, Facility Information, CQIP, Site Visit, Validation (active), Concerns, Message Board, Goals, Action Steps, and Facility Sync 21-22. Below the navigation bar is a header for 'Validation > Our Child Development Center' with 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 provide further instructions. 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. A note below states: '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.' Below the directions is a contact information section with fields for Point of Contact (Jane Smith), Contact Type (Center Director), Phone ((555) 555-5555), Email Address (jsmith@center.com), and Link to Facility Website. The section is titled 'ACCREDITATION' and includes a table with columns 'Accreditation_Type' and 'Accreditation_Expiration_Date'. The table shows one row: NAEYC, 07-01-2022. Below this is the 'MISSION STATEMENT' section with the text: 'Our Child Development Center's mission is to serve the children and families in our community.' The final section is 'RESEARCH BASED CURRICULA USED' and includes a table with columns 'Name of the Curriculum', 'Age Group where the curriculum is used', 'On-Site Administrator Notes/Source(s) of Evidence', and 'Uploads'. The table shows three rows of curriculum information.

Validation > Our Child Development Center
▶ 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: 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.

Contact Information:

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

ACCREDITATION

Full Report | Grid Edit | More ▼ 1 Accreditation

Accreditation_Type	Accreditation_Expiration_Date
NAEYC	07-01-2022

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 | More ▼ 3 curriculas

Name of the Curriculum	Age Group where the curriculum is used	On-Site Administrator Notes/Source(s) of Evidence	Uploads

How to Review Information: Capital Quality Profile

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

The screenshot shows the OSSE Validation interface for 'Our Child Development Center'. The top navigation bar includes links for Home, Users, Quality Facilitators, Directory, Facility Information, CQIP, Site Visit, Validation (active), Concerns, Message Board, Goals, Action Steps, and Facility Sync. The main content area is titled 'Validation > Our Child Development Center' and includes a 'Save & close' button and a 'Cancel' button. Below the title, there are 'Directions for Validation' and a 'Note' about rounding. The 'Point of Contact' section lists Jane Smith as the Center Director. The 'ACCREDITATION' section shows a table with one row for NAEYC accreditation expiring on 07-01-2022. The 'MISSION STATEMENT' section contains the text: 'Our Child Development Center's mission is to serve the children and families in our community.' The 'RESEARCH BASED CURRICULA USED' section shows a table with three columns: Name of the Curriculum, Age Group where the curriculum is used, and On-Site Administrator Notes/Source(s) of Evidence, with an 'Uploads' button.

Validation > Our Child Development Center
▶ 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.
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 - B. Describe the concern as clearly as possible under the column heading "Please provide details regarding your concern."
 - C. Click "Save & close."
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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.

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

ACCREDITATION
Full Report | Grid Edit | More ▼ 1 Accreditation

Accreditation_Type	Accreditation_Expiration_Date
NAEYC	07-01-2022

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 | More ▼ 3 curriculas

Name of the Curriculum	Age Group where the curriculum is used	On-Site Administrator Notes/Source(s) of Evidence	Uploads
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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 the 'Validation' section of the OSSE Capital Quality Profile interface for 'Our Child Development Center'. The 'Home' button in the top navigation bar is highlighted with a red dashed box. The main content area includes 'Directions for Validation' with four numbered steps, a note about rounding, contact information for Jane Smith, and sections for 'ACCREDITATION', 'MISSION STATEMENT', and 'RESEARCH BASED CURRICULA USED'. The 'ACCREDITATION' section shows a table with one row for NAEYC accreditation expiring 07-01-2022. The 'RESEARCH BASED CURRICULA USED' section shows a table with three columns: Name of the Curriculum, Age Group where the curriculum is used, and On-Site Administrator Notes/Source(s) of Evidence, with an 'Uploads' button.

Validation > Our Child Development Center
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: 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.

Contact Information:

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

ACCREDITATION

Full Report | Grid Edit | More ▼ 1 Accreditation

Accreditation_Type	Accreditation_Expiration_Date
NAEYC	07-01-2022

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 | More ▼ 3 curriculas

Name of the Curriculum	Age Group where the curriculum is used	On-Site Administrator Notes/Source(s) of Evidence	Uploads
------------------------	--	---	---------

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.

The screenshot shows a web application window titled 'Validation' for 'Our Child Development Center'. It displays scores for the current and previous years across four domains: Infant/Toddler Environment Rating Scale-Revised (ITERS-R) Program-Level Score, Classroom Assessment Scoring System (CLASS REPORT) Pre-K Program-level Emotional Support Domain Score, Classroom Assessment Scoring System (CLASS REPORT) Pre-K Program-level Classroom Organization Domain Score, and Classroom Assessment Scoring System (CLASS REPORT) Pre-K Program-level Instructional Support Domain Score. At the bottom, there is a 'Concerns' section with a table for submitting concerns. The table has three columns: 'Concern', 'Please provide details regarding your concern', and 'Formal Response'. The 'Concern' column contains a placeholder text: 'Please select an option below that best fits your concern'. The table is currently empty, and there are 0 concerns listed.

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		

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 application interface for submitting concerns. The title bar reads 'Validation > Our Child Development Center' with a 'Save & close' button and a 'Cancel' button. The main content area is divided into sections: 'CURRENT YEAR' and 'PREVIOUS YEAR'. Under 'CURRENT YEAR', there is a list of scores for various domains: 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 Social Support Domain Score: Current Year = 2.20. Under 'PREVIOUS YEAR', there are similar scores for the previous year, all marked as 'NA'. A dropdown menu is open under the 'Concern' column, showing a list of options: '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 dropdown menu is currently set to 'Please select an option below that best fits your concern'. Below the dropdown menu, there is a table with columns for 'Concern' and 'Formal Response'. The table has four rows, each starting with the same dropdown menu option.

How to Submit Concerns

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

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		

How to Submit Concerns

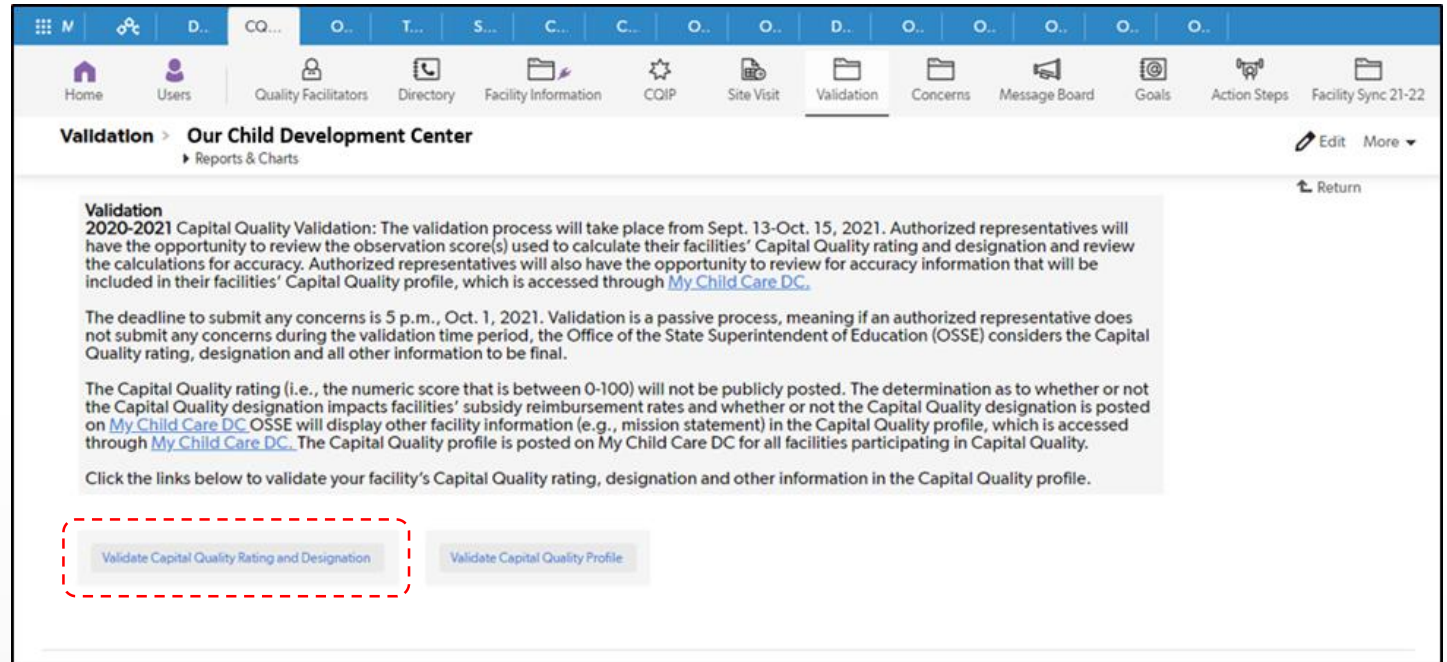
- Click “Save & close.”
- Your concern is now submitted. You will see the concern in the concerns table.
- To submit another concern, repeat the process.

The screenshot shows a web application interface for 'Validation' under 'Our Child Development Center'. The top navigation bar includes a 'Save & close' button, which is highlighted with a red dashed box, and a 'Cancel' button. The main content area displays assessment scores for the 'CURRENT YEAR' and 'PREVIOUS YEAR'. Below the scores, there is a 'Concerns' section with a table. The table has columns for 'Concern', 'Please provide details regarding your concern', and 'Formal Response'. The first row in the table shows a concern about the 'Point of contact for the facility' with the details 'We have a new point of contact, Joe Smith.' and an empty 'Formal Response' column. Below this row, there are four more rows, each with a placeholder text 'Please select an option below that best fits your concern' in the 'Concern' column and empty cells in the other two columns.

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		

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.

The screenshot shows the OSSE validation interface for 'Our Child Development Center'. The top navigation bar includes links for Home, Users, Quality Facilitators, Directory, Facility Information, CQIP, Site Visit, Validation (active), Concerns, Message Board, Goals, Action Steps, and Facility Sync 21-22. The main content area is titled 'Validation > Our Child Development Center' and includes a 'Save & close' button and a 'Cancel' button. Below the title, there are 'Directions for Validation' and a 'Note' regarding rounding of scores. A table displays facility information, including Facility Name, License Number, Facility Address, Capital Quality Framework, Capital Quality Group, Program Year of Previous Year's Rating, and Program Year of Current Year's Rating. The table is titled 'Birth-to-Five Facilities:'.

Validation > Our Child Development Center
Reports & Charts

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	License Number
Our Child Development Center	CDC-123456
Facility Address	
1050 First St. NE, Suite 100, Washington, DC 20002	
Capital Quality Framework	Capital Quality Group
Birth-to-Five	Group Four
Program Year of Previous Year's Rating	Program Year of Current Year's Rating
ERS REPORT NA	ERS REPORT 2018-2019
CLASS REPORT NA	CLASS REPORT 2018-2019

▼ Birth-to-Five Facilities:

How to Review Information: Capital Quality Rating and Designation

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

Validation > Our Child Development Center
Reports & Charts

Save & close Cancel

Birth-to-Five Facilities:

ITERS

Score = 4.7 Target = 6 Floor = 3

$$\text{Points Earned for Infant/Toddler Classrooms} = 100 \times \left(\frac{\text{Score} - \text{Floor}}{\text{Target} - \text{Floor}} \right)$$

ITERS Points Earned = 56.67

CLASS Pre-K

Emotional Support	Classroom Organization	Instructional Support
Score = 6.29 Target = 6 Floor = 4.5	Score = 5.44 Target = 6 Floor = 4.5	Score = 2.39 Target = 4 Floor = 2

Emotional Support

Score = 6.29 Target = 6 Floor = 4.5

$$\text{Emotional Support Points Earned} = 33.33 \times \left(\frac{\text{Score} - \text{Floor}}{\text{Target} - \text{Floor}} \right)$$

CLASS Emotional Support Points Earned = 33.33

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.

The screenshot shows the OSSE Capital Quality Rating and Designation interface. The top navigation bar includes buttons for Home, Users, Quality Facilitators, Directory, Facility Information, CQIP, Site Visit, Validation, Concerns, Message Board, Goals, Action Steps, and Facility Sync 21-22. The 'Home' button is highlighted with a red dashed box. Below the navigation bar, the page title is 'Validation > Our Child Development Center'. The main content area contains 'Directions for Validation' and facility information.

Validation > Our Child Development Center
Reports & Charts

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.

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Program Year of Previous Year's Rating	Program Year of Current Year's Rating
ERS REPORT NA	ERS REPORT 2018-2019
CLASS REPORT NA	CLASS REPORT 2018-2019

▼ 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.

Validation > Our Child Development Center
Reports & Charts

Save & close Cancel

Weighted CLASS Pre-K Points Earned = (Points) × (Classroom Proportion)

Weighted CLASS REPORT Points Earned = 30.36

Framework Points Earned = $\left(\frac{\text{Weighted ITERS-3 Points Earned}}{\text{Points Earned}} \right) + \left(\frac{\text{Weighted CLASS Pre-K Points Earned}}{\text{Points Earned}} \right)$

Framework Points Earned = 28.33 + 30.36 = 58.69

Capital Quality Designation = Quality

Subsidy Reimbursement Rate and Public Posting of Designation

Please refer to the [Capital Quality Technical Guide](#) for information on your facility's subsidy reimbursement rate and public display of the Capital Quality designation.

Concerns

New Concern More ▼

Facility Name	Concern	Please provide details regarding 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	
	Please select an option below that best fits your concern	

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.”

Validation > Our Child Development Center
Reports & Charts

Save & close Cancel

Weighted CLASS Pre-K Points Earned = (Points) × (Classroom Proportion)

Weighted CLASS REPORT Points Earned = 30.36

Framework Points Earned = (Weighted ITERS-3 Points Earned) + (Weighted CLASS Pre-K Points Earned)

Framework Points Earned = 28.33 + 30.36 = 58.69

Capital Quality Design

Subsidy Reimbursement

Please refer to the Capital Quality framework

Capital Quality group number

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

Number of staff

List of research-based curricula used

List of research-based assessments used

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

facility's subsidy reimbursement rate and public display of the Capital Quality designation.

Concerns

New Concern More

Facility Name	Concern

How to Submit Concerns

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

Validation > Our Child Development Center
Reports & Charts

Weighted CLASS Pre-K Points Earned = (Points) X (Classroom Proportion)

Weighted CLASS REPORT Points Earned = 30.36

Framework Points Earned = $\left(\frac{\text{Weighted ITERS-3 Points Earned}}{\text{Points Earned}} \right) + \left(\frac{\text{Weighted CLASS Pre - K Points Earned}}{\text{Points Earned}} \right)$

Framework Points Earned = 28.33 + 30.36 = 58.69

Capital Quality Designation = Quality

Subsidy Reimbursement Rate and Public Posting of Designation

Please refer to the [Capital Quality Technical Guide](#) for information on your facility's subsidy reimbursement rate and public display of the Capital Quality designation.

Concerns

New Concern More ▾

Facility Name	Concern	Please provide details regarding your concern
	Infant/Toddler Environment Rating Scale-Revised (ITERS-R) scores	Can you confirm this program-level score does not include one classroom's invalidated data from our appeal?
	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	

How to Submit Concerns

- Click “Save & close.”
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Validation > Our Child Development Center
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Concerns

New Concern More ▾

Facility Name	Concern	Please provide details regarding your concern
	Infant/Toddler Environment Rating Scale-Revised (ITERS-R) scores	Can you confirm this program-level score does not include one classroom's invalidated data from our appeal?
	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	



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 **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

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