

Capital Quality Validation Guide For the 2021-22 Program Year

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#### Ι. **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. Capital Quality designations have not been updated in fiscal year 2022 (FY22) and most information remains the same. That said, facilities may wish to review their Capital Quality profile information to ensure there are no inaccuracies related to their facility information. 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.

OSSE displays this information (e.g., Capital Quality designation, mission statement, curricula and assessments) on the Capital Quality profile, which is accessed through My Child Care DC. The Capital Quality profile is posted on My Child Care DC for all facilities participating in Capital Quality, including Pilot, Group Two, Group Three, Group Four and Group Five facilities.

Facilities' effective Capital Quality designations for subsidy reimbursement rates for the next fiscal year, FY23 from Oct. 1, 2022 through Sept. 30, 2023, are based on:

- The most recent observation-based Capital Quality designation (i.e., Capital Quality designation based on rating calculated using up to two years of valid observation data) for all facilities;
- The hold harmless policy for **Group Four** facilities expires on Sept. 30, 2022. Refer to the Capital • Quality technical guide for more information on the hold harmless policy.

Providers may contact CapitalQuality@dc.gov with any questions regarding their facilities' effective Capital Quality designations for subsidy reimbursement rates for the next fiscal year.

# A. Validation of Capital Quality Profile

During validation, providers have an opportunity to review information on their facilities' Capital Quality profiles that are posted on My Child Care DC. The following information is available for review for accuracy:

- 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 up to 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 and 2020-21 program year validation periods, in fall 2019 and 2021, respectively. This previously validated information is currently displayed on the Capital Quality profile on <u>My Child</u> <u>Care DC</u>; because this information will continue to be displayed on the Capital Quality profile, it will be displayed during the 2021-22 program year validation period for reference.

# II. Validation Process

# A. 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 <u>My Child Care DC.</u> 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.

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>.

If the licensee/provider wants to give additional individuals (e.g., executive director, facility owner or coowner, 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>.

# B. Quickbase Application

Validation of information on Capital Quality profiles and, for facilities eligible to be rated using one year of valid observation data, the Capital Quality ratings and designations takes place in the CQIP Quickbase app. The CQIP Quickbase app is a secure, online database. Each facility's authorized representative is the only Quickbase user who has access to the validation section of the CQIP Quickbase app, unless the

licensee/provider designates one or more delegate authorized representatives. Additional facility staff may have access to other sections in the CQIP Quickbase app, such as general program information, the facility's CQIP and site visit notes from quality facilitators; these other users cannot access the validation section of the CQIP Quickbase app.

### C. Validation Timeline

The 2021-22 validation process will occur from Aug. 22-Sept. 16, 2022

All submissions of concerns about accuracy of information are due by <u>5 p.m. on Sept. 2, 2022.</u> OSSE will respond by Sept. 16, 2022 to all concerns raised. It is critical authorized representatives adhere to the Sept. 2, 2022 deadline; OSSE will not respond to concerns raised after 5 p.m. on Sept. 2, 2022.

Table A shows each component of the validation timeline.

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

#### Table A. Validation Timeline

Timeline	Action
Aug. 22, 2022	Validation period begins.
Aug.22- Sept. 2, 2022	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 if the information is accurate.
Sept. 2, 2022, 5 p.m.	Validation period for authorized representatives closes. Deadline for authorized representatives to submit any concerns (none are required).
Sept. 3-16, 2022	Authorized representatives review any updated information.
Sept. 16, 2022	OSSE response period closes.

# D. Directions for Validation

Authorized representatives should follow the directions below for validation to review facilities' information on Capital Quality profiles and, for facilities eligible to be rated using one year of valid observation data, the Capital Quality ratings and designations. Screenshots are provided to walk-through the validation process in the CQIP Quickbase app.

#### 1. Log in to the CQIP Quickbase app.

Each authorized representative will receive an email with a link to the CQIP Quickbase app in August 2022. The email will be from OSSE staff with the subject line: "Quick Base invite to the "CQIP 2021-2022" app."

Open the email from OSSE staff. Click the link in the email to open the CQIP Quickbase app in an Internet browser.

Note: Microsoft Edge (for Microsoft Windows); Safari (for macOS); and Google Chrome (for Microsoft Windows) are preferred Internet browsers. To download the latest versions of these Internet browsers, use this link: <u>help.quickbase.com/user-assistance/browserrequirements.html</u>.

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 a	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: *	Select a question
Answer: *	
Retype Answer: *	
	✓ Security answers must match
	Your answer is not case sensitive

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."

You need to sign in to get to that page.	
Username	
1	
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	

After you register or sign in, you will see the CQIP Quickbase app home page.



# 2. Forgot your password?

If you forgot your password, click "I forgot my password."

	You need to sign in to get to that page.	
Username		
Password		
	Sign in	
	Sign in	
	I forgot my password Not a Quick Base user? Create a log-in.	
© 20	19 QuickBase, Inc. All rights reserved. Terms   Privacy	

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" to review the automatically generated email with instructions to reset your password. 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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Enter your new password and click "OK."

.gov	
🚻 My Apps	
Quick Base > Cho	ose a new password
Choose a new passw octo.quickbase.com:	ord for your user account at
Enter New Password:	
Retype New Password:	
	Password strength:
	✓ Must be at least 8 characters
	${\mathscr A}$ Must include both numbers and letters
	ОК

#### 3. Access the validation section.

On the CQIP Quickbase app home page, click the "Validation" icon to go to the validation section.



After clicking on the "Validation" icon, you will see a list of one or more facilities to which you have access.

III My Apps CC	IP 2020-2021	OSSE Continuous Quality Imp	xro				
Home Facility Informa	tion CQIP Site Visit	Validation Goals	ିଲ୍ଲୀ Action Steps				
Validation > List All w	/ License Charts			C	New style (beta)	🖉 Grid Edit 🛛 Er	mail More 🗸
FILTERS	Bearch these valida	tions Q					
Birth-to-Five	2 Validations		License Number is not "AND				
Child Development	v Facili	ty Name	License Number				
Expanded Homes	🖉 📀 🛛 Our Cl	nild Development Center	CDC-123456				
<ul> <li>cq_designation</li> </ul>	🖉 📀 🛛 Our Cl	nild Development Home	CDX-123457				
Preliminary							
Quality							

#### 4. Access your facility's validation page.

Click on the "View" (eye) icon next to one facility to access that facility's validation page.

III My Apps CQIP 202	0-2021 OSSE Continuous Quality Impro	
Home Facility Information	다 🖻 🎦 🔞 '해' CQIP Site Visit Validation Goals Action Steps	
Validation > List All w/ Lice > Reports & Charts	ense	New style (beta) 🧭 Grid Edit 🖸 Email More 🗸
<ul> <li>FILTERS</li> <li>Capital Quality Framework Birth-to-Five Child Development Homes/Child Development Expanded Homes</li> <li>cq_designation Preliminary Quality</li> </ul>	Fearch these validations     Q       2 Validations     License Number is not "AND <ul> <li>Foolity Name</li> <li>Correct Number</li> <li>Our Child Development Center</li> <li>CDC-123455</li> <li>Our Child Development Home</li> <li>CDX-123457</li> </ul>	

After clicking on the "View" (eye) icon, you will see your facility's validation page. This validation page includes general information on validation and a link to validate your facility's information on the Capital Quality profile.

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n Home	<b>U</b> sers	Quality Facilitators	<b>L</b> Directory	Facility Information	값 CQIP	Site Visit	Validation	Concerns	Message Board	Goals	0 <b>ලට</b> Action Steps	Facility Sync 21-22
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# 5. Review the information on your facility's Capital Quality profile.

On your facility's validation page, click on "Validate Capital Quality Profile" to review your facility's Capital Quality profile.

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Home		Users	Quality	A Facilitators	<b>L</b> Directory	Facility Informat	값 ion CQIP	Site Visit	Validation	Concerns	Kan Kessage Board	<b>@</b> Goals	<b>ेज़ि</b> Action Steps	Facility Sync 21-22
Valld	ation	> Our	Child De	evelopm	ent Cente	er								🖉 Edit More 🗸
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After clicking on "Validate Capital Quality Profile," you will see your facility's Capital Quality profile page.

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н	1				rr Director	v Facility Informa	tion COl	Site V	ieit Validatio		Massaga F	Board	(in cash	000 Action Steps	Earlity Supe 21-22
Va	alidatio	n > O	ur Chi	ld Develop	ment Cent	ter	uon com	Site v			s message	Joard	Goals	Save & close	Cancel
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1	Directions for Validation:														
	1. Review your facility's Capital Quality profile.														
1	2.1	f all infor	mation a	ppears correct	, you do not n	eed to take any act	on. Simply ret	urn to the hon	ne page.						
1	3.1	To submit	a conce	rn, scroll down	to the bottom	n of the page and c	ick one row in	the Concerns	table. Submit or	ne concern foi	each area you	believe i	s incorrect		
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	4. [	Dependin updated i Friday.	ig on the n the pro	nature of cond ocess of respor	erns, OSSE m iding to conce	ay take from 10 bu erns, these updates	iness days thro will be visible	ough the cond in your facility	clusion of the val r's validation sec	idation period tion of the CC	l to respond to IP Quick Base a	concerns app. Upd	s. If calcula lates will b	tions or informa e made to the a	ition is pp each
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P	oint of Con	tact	Contact Ty	ype											
	Jane Smith	n	Center Di	rector											
P			Email Add	iress	Link to F	acility Website									
			Jannun@	center.com											
~ A	CCRED	IOITATIO	N												
	Full Rep	ort   Gric	d Edit   M	Nore 🔻 1 Accre	ditation										
		Accredit	ation_Typ	e Accredita	tion_Expiration	LDate									
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		Name of Curriculu	the Im	the curriculum	On-	Site Administrator N vidence	otes/Source(s)							Uple	pads

Scroll down the page and review the information in your facility's Capital Quality profile. If all information appears correct, you do not need to take any action. Simply return to the home page.

#### 6. How to submit a concern about your facility's Capital Quality profile.

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.

/alidation > Our Child Development Center > Reports & Charts		Save & close Cance
yes		
CURRENT YEAR		
Infant/Toddler Environment Rating Scale-Revised (ITI	RS-R) Program-Level Score: Current Year = 3.06	
Classroom Assessment Scoring System (CLASS REPO	RT) Pre-K Program-level Emotional Support Domain Score: Current Year = 5.50	
Classroom Assessment Scoring System (CLASS REPO	RT) Pre-K Program-level Classroom Organization Domain Score: Current Year = 5.40	
Classroom Assessment Scoring System (CLASS REPO	RT) Pre-K Program-level Instructional Support Domain Score: Current Year = 2.20	
PREVIOUS YEAR Infant/Toddler Environment Rating Scale-Revised (ITI	:RS-R) Program-Level Score: Previous Year = NA	
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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	I	

Select the area for which you are submitting the concern from the drop-down menu under the column heading "Concern."

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<ul> <li>ves</li> <li>CURREN Infant/To Classroo Classroo</li> <li>PREVIOI Infant/To Classroo Classroo</li> <li>Classroo</li> <li>Classroo</li> <li>Classroo</li> <li>Classroo</li> <li>Classroo</li> <li>Classroo</li> <li>Concern</li> </ul>	IT YEAR  ddler Environment Rating Scale-Revised (ITERS-R) Program-Level Score: Cur  Press elect an option below that best file your concern  Capital Quality framework  Capital Quality frame grant designation  Capital Quality or High-Quality  Capital Cuality of the facility  Contract type (e.g., owner/director, center director, home provider, other)  Phone  Email address  Link to facility weblite  Mission statement  Mission tatement	rrent Year = 3.06 Support Domain Score: Current Year = 5.50 n Organization Domain Score: Current Year = 5.40 nal Support Domain Score: Current Year = 2.20 Sus Year = NA I Support Domain Score: Previous Year = NA n Organization Domain Score: Previous Year = NA nal Support Domain Score: Previous Year = NA			
New	Program year noted for previous year scores Number of staff 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	em Formal Response			
	Please select an option below that best fits your concern				

Describe the concern as clearly as possible under the column heading "Please provide details regarding your concern."

Val	lidation > Our Child Development Center					Save & close	Cancel							
	<ul> <li>Reports &amp; Charts</li> </ul>						Contest							
yes	5													
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	Point of contact for the facility     Point of contact for the facility     Please select an option below that best fits your concer     Please select an option below that best fits your concer	We have a new point of contact, Joe Smith.												

#### Click "Save & close."

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Class	sroom Assessment Scoring System (CLASS REPO	RT) Pre-K Program-level Classroom Or	ganization Domain Score: Previous Year = NA								
Class	sroom Assessment Scoring System (CLASS REPO	RT) Pre-K Program-level Instructional	upport Domain Score: Previous Year = NA								
~ Conc	erns										
N	New Concern More -		0 Concerns								
	Concern	Please provide details regarding your concern <sup>®</sup>	Formal Response								
		We have a new point of contact, loe Smith.									
	Point of contact for the facility										
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Your concern is now submitted. You will see a list of all concerns you submit in the Concerns table.

#### 7. Return to home page.

When you finish submitting any concerns or if you do not have any concerns, scroll to the top of the page and click "Home" to return to the home page.

III Му Арря	A Pipelines	CQIP 2021	1-20	CRT 2.0	OSSE Com	DE		OSSE Help	Shared Se	arv	OSSE Conti	OSSE ORIS	
Home	Users Quali	A ty Facilitators	Directory	Facility Information	COIP	Site Visit	Validation	Concerns	Kaland Message Board	(@) Goals	ំត្រ្ <sup>0</sup> Action Steps	Facility Sync 21-22	Facility Sync 22-23
CQIP 202	21-2022 >												
				C	ontinuo	us Quali	ity Impro	vement	Plan				
Overview: Cap gaps in quality f home providers Classroom Assi articulated below	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 pie-K. The continuous quality improvement plan (CCIP) is a component of this system and is based on the engoing self-assessment of child development facility owners, center directors and home providers ("providers"). The CQIP and the support of quality facilitators will help programs propare for their Capital Quality rating and designation. The Capital Quality rating and designation will be based on the Classroom Assessment Scoring System <sup>166</sup> Pre-K (CLASS <sup>166</sup> 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.												
									-				
	l2				Developing + Below the floor	Progressing • 0.01 - 33.23 points across a subscales	Quality • 35.34 - 66.66 points across subscales	High-Quality • 66.67 - 100 points across all subscales all					
					on all subscales								
Facility Info	ormation	COIP	_	Validation		Goals an	d Action Steps		Site Visit		Reports	c	F Assignment
		GAPITA				(	0		i ant		e		Ň

# E. Responding to Concerns

If you submit any concerns, OSSE is automatically notified and OSSE begins the process of responding to concerns. To respond to concerns, OSSE will review all relevant documentation, which may include, but is not limited to:

- Licensing information;
- Calculation of the Capital Quality rating and designation; and/or
- Information in the facility's CQIP.

While responding to concerns, OSSE may contact authorized representatives to clarify information submitted in concerns or provide updates on the status of concerns.

Depending on the nature of concerns, OSSE may take from **10 business days** through the conclusion of the validation period (i.e., Sept. 16, 2022) to respond to concerns. If information is updated in the process of responding to concerns, these updates will be visible to authorized representatives in their facilities' validation section of the CQIP Quickbase app. **Updates will be made to the app each Friday.** 

After completing the process, OSSE will update the concerns table detailing whether or not changes have been made to any of the information for that facility. Authorized representatives should review the responses in the concerns table.

# III. Technical Assistance

During validation, OSSE will provide technical assistance for authorized representatives. OSSE will offer a recorded webinar and scheduled one-on-one assistance as requested. Personnel will also be available by email, phone and Microsoft Teams to provide technical assistance to authorized representatives. Please see below for additional details on available technical assistance.

# A. Recorded Webinar

#### Validation/CQIP Quickbase App Webinar

OSSE will offer a recorded webinar on the validation process in the CQIP Quickbase app. It is highly recommended that you watch the webinar and submit any questions via email to <u>Validation.OSSE@dc.gov</u>. The webinar will be posted on the OSSE website at <u>osse.dc.gov/page/capital-</u> <u>quality-qris</u> and emailed to authorized representatives at least one week before the validation period begins.

### B. Scheduled One-on-One Assistance

OSSE will offer scheduled one-on-one assistance which will be used to answer authorized representatives' questions one-on-one with OSSE staff; signing up for scheduled one-on-one assistance is not mandatory. Authorized representatives for facilities in any type of Capital Quality framework may request assistance during any time slot at the below link.

To schedule one-on-one assistance, sign-up through this link: Email <u>Validation.OSSE@dc.gov</u> with any questions.

After you request scheduled one-on-one assistance, an OSSE staff member will contact you via email within 24-48 hours.

#### C. Personnel

Quality facilitators and additional OSSE staff will be available to provide technical assistance by phone or remote platforms such as Microsoft Teams or Zoom.

• Quality facilitators are available to assist with **accessing and navigating** the CQIP Quickbase app, webinars or other informational resources during the validation period. Please refer to your assigned quality facilitator for support.

### D. Point of Contact

Please email or call the following point of contact with any other questions about Capital Quality.

Michele Reid Manager, Building and Sustaining Quality Early Care and Education CapitalQuality@dc.gov (202) 545-7221