



Capital Quality Validation Guide For the 2019-2020 Program Year

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I. Overview

Each year, child development facility owners, center directors and home providers (“providers”) have an opportunity to review for accuracy information that will be included in their facilities’ Capital Quality profile, which is accessed through [My Child Care DC](#). This review process is referred to as validation.

Validation is a passive process, meaning if a provider does not submit any concerns during the validation period, the Office of the State Superintendent of Education (OSSE) considers the information to be final.

OSSE displays this information (e.g., mission statement, curricula and assessments) in 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.

For the 2019-2020 program year, OSSE will not calculate Capital Quality ratings and designations due to suspension of Infant/Toddler Environment Rating Scale-Revised (ITERS-R), Family Child Care Environment Rating Scale-Revised (FCCERS-R) and/or Classroom Assessment Scoring System (CLASS) observations during the coronavirus (COVID-19) public health emergency.

Facilities’ effective designations for subsidy reimbursement rates for the next fiscal year, fiscal year (FY) 2021 from Oct. 1, 2020 through Sept. 30, 2021, are based on the hold harmless policy, which depends upon facilities group number in Capital Quality (i.e., Pilot, Group Two, Group Three, Group Four or Group Five).

See Appendix A for directions on how to view facilities’ effective designations.

A. Validation of Capital Quality Profile

During validation, providers have an opportunity to review for accuracy of 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: Current year and previous year ITERS-R, FCCERS-R and/or CLASS scores used to calculate the most recent observation-based Capital Quality designation were reviewed for accuracy during the 2018-2019 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 program year 2019-2020 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 [My Child Care DC](#). 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 Validation.OSSE@dc.gov.

If the licensee/provider wants to give additional individuals (i.e., executive director, facility owner or co-owner, assistant director) access to view the validation section of the CQIP QuickBase app, the licensee/provider can designate one or more delegate authorized representatives. Delegate authorized representatives can view the validation section of the CQIP QuickBase app but **cannot submit concerns**. To designate one or more delegate authorized representatives, the licensee/provider must submit a request in writing (via email) to Validation.OSSE@dc.gov.

B. QuickBase Application

Validation of information on Capital Quality profiles 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 2019-2020 validation of **information on the Capital Quality profile** will occur from **Sept. 16-30, 2020.**

NOTE: OSSE will not calculate Capital Quality ratings and designations due to suspension of ITERS-R, FCCERS-R and/or CLASS observations during the coronavirus (COVID-19) public health emergency.

All submissions of concerns about accuracy of information are due by **5 p.m. on Sept. 30, 2020.** OSSE will respond by Oct. 15, 2020 to all concerns raised. It is critical authorized representatives adhere to the Sept. 30 deadline; OSSE will not respond to concerns raised after 5 p.m. on Sept. 30, 2020.

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

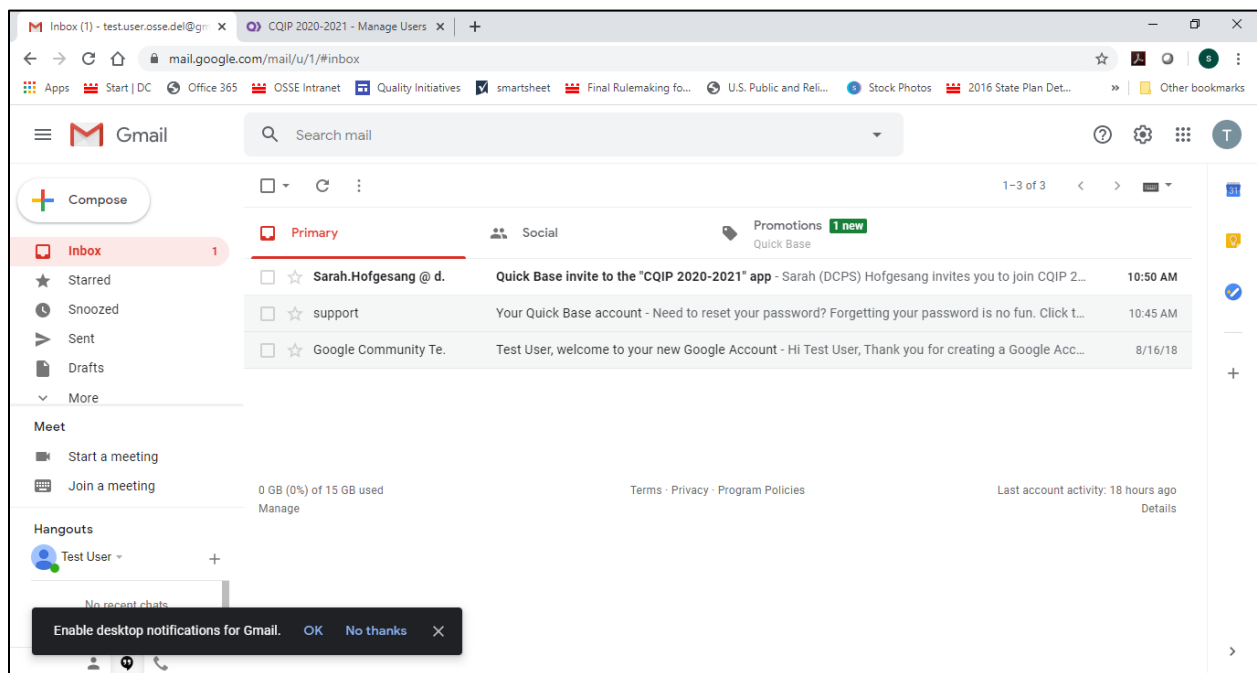
Timeline	Action
Sept. 16, 2020	Validation period begins.
Sept. 16-30, 2020	Authorized representatives (and any delegate authorized representatives) can review information on Capital Quality profiles. Only the authorized representatives can submit any concerns (if there are any) related to the accuracy of the information they are reviewing. Note: No action is required during this time.
Sept. 30, 2020, 5 p.m.	Validation period for authorized representatives closes. Deadline for authorized representatives to submit any concerns (none are required).
Oct. 1-15, 2020	Authorized representatives review any updated information.
Oct. 15, 2020	OSSE response period closes.

D. Directions for Validation

Authorized representatives should follow the directions below for validation to review facilities' information on Capital Quality profiles. Screenshots are provided to walk-through the validation process in the CQIP QuickBase app.

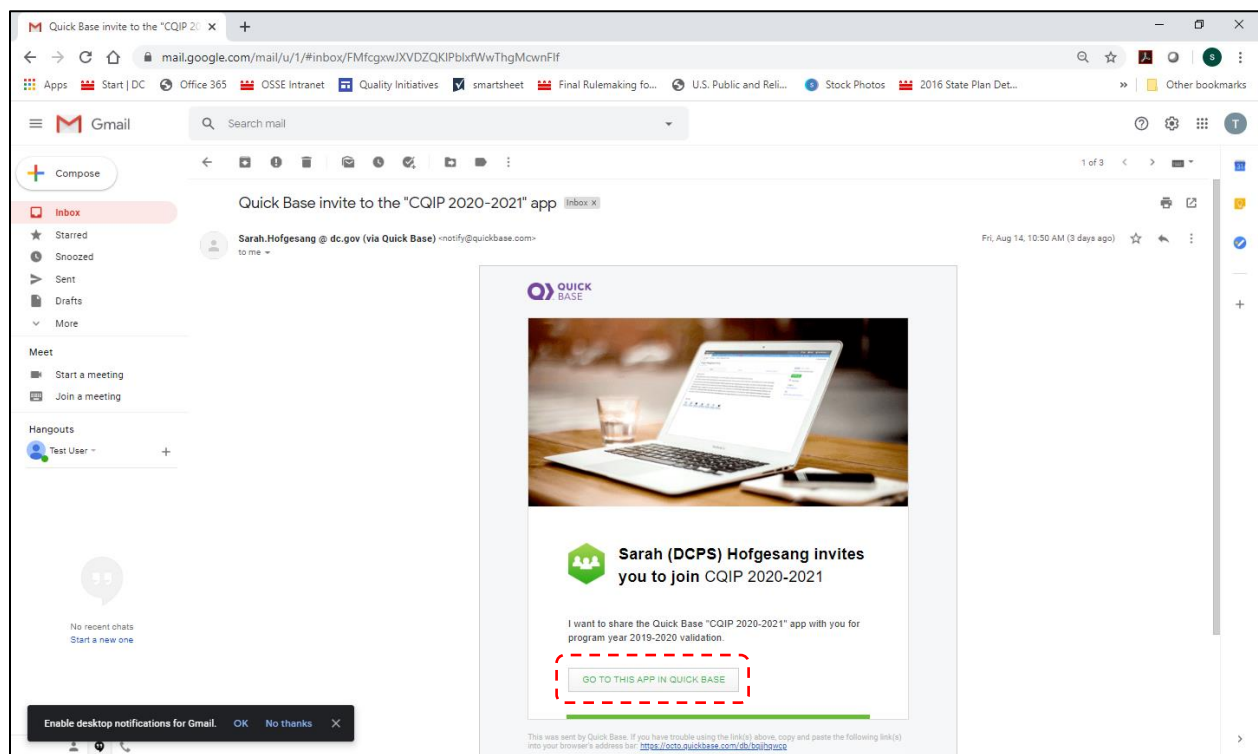
1. Log in to the CQIP QuickBase app.

Each authorized representative will receive an email with a link to the CQIP QuickBase app between Sept. 14-16, 2020. The email will be from OSSE staff with the subject line: "Quick Base invite to the "CQIP 2020-2021" 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 Internet Explorer, Version 11 (for Microsoft Windows); Safari (for Apple OS X); and Google Chrome (for Microsoft Windows) are preferred Internet browsers. To download the latest versions of these Internet browsers, use this link: https://help.quickbase.com/user-assistance/browser_requirements.html.



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.”



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:*

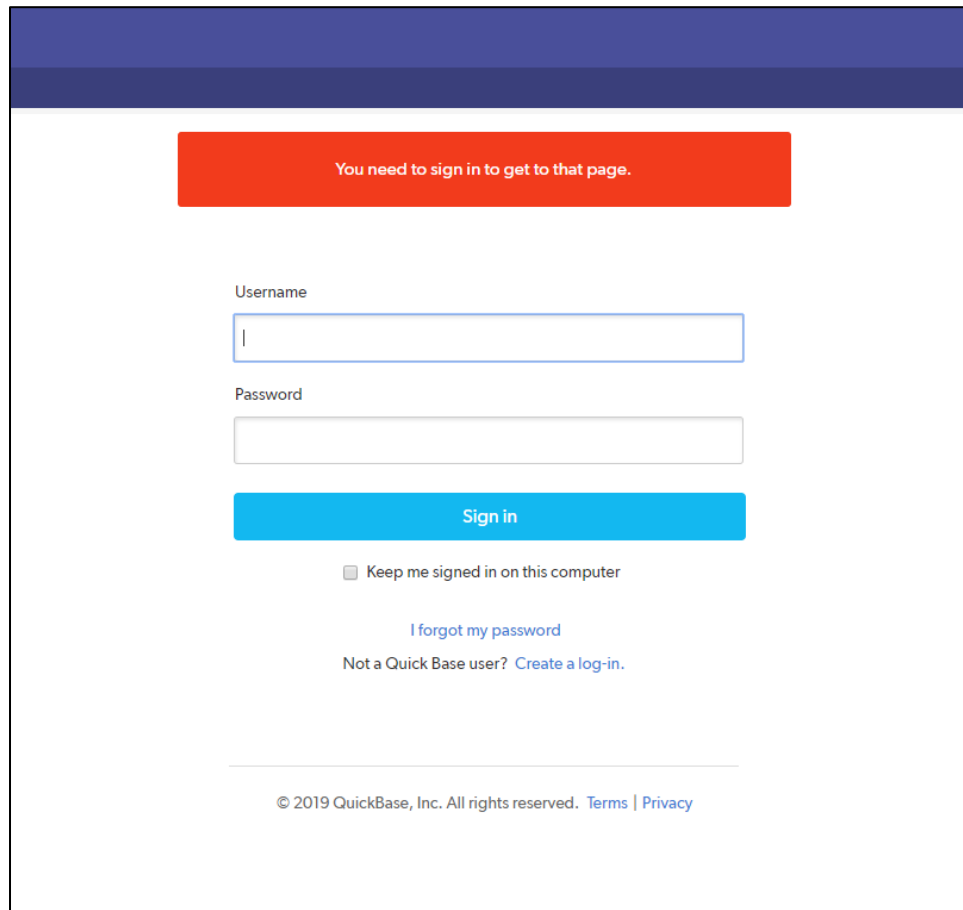
- ✓ Security answers must match

Your answer is not case sensitive.

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

Register

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.”

The image shows a QuickBase login page. 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 text input field. A blue "Sign in" button is positioned below the password field. Under the button, there is a checkbox labeled "Keep me signed in on this computer". Below the checkbox, there 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 horizontal line followed by the copyright notice "© 2019 QuickBase, Inc. All rights reserved." and two links: "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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After you register or sign in, you will see the CQIP QuickBase app home page.

Continuous Quality Improvement Plan

No program info found
database hosting by [QuickBase](#)

Overview: Capital Quality, the District's redesigned quality rating and improvement system (QRIS), places a strong emphasis on supporting early care and education programs to develop plans and strategies that address gaps in quality for children birth to pre-K. The continuous quality improvement plan (CQIP) is a component of this system and is based on the ongoing self-assessment of child development facility owners, center directors and home providers ("providers"). The CQIP and the support of quality facilitators will help programs prepare for their Capital Quality rating and designation. The Capital Quality rating and designation will be based on the Classroom Assessment Scoring System™ Pre-K (CLASS™ Pre-K) and/or the Environment Rating Scales (ERS), depending on the age-group that the facility serves. The four-tier Capital Quality designation scale is articulated below:

Quality
• 33.34 - 66.66 points across all subcategories

High-Quality
• 66.67 - 100 points across all subcategories

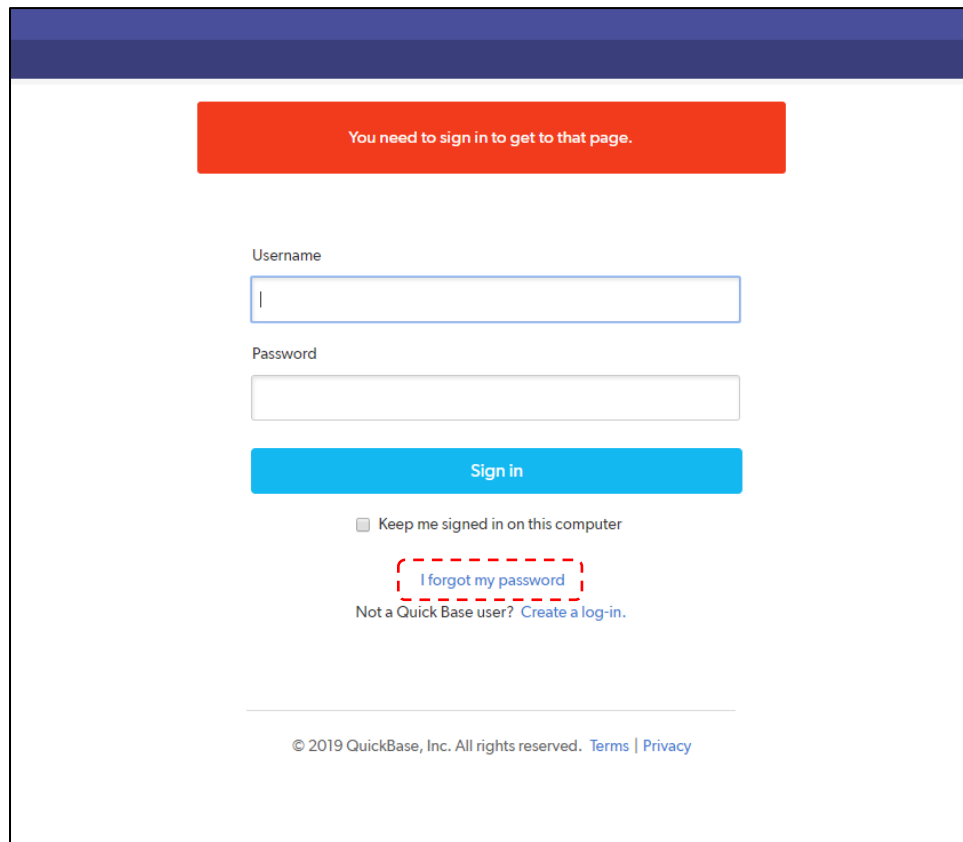
Progressing
• 66.67 - 100 points across all subcategories

Developing
• Below the floor on all subcategories

Facility Information CQIP Validation Goals and Action Steps Site Visit

2. Forgot your password?

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



The image shows a QuickBase login page. At the top, there is a dark blue header. Below it, a red banner contains the text "You need to sign in to get to that page." The main content area is white and contains a login form. The form has two input fields: "Username" and "Password". Below the "Password" field is a blue "Sign in" button. Under the "Sign in" button is a checkbox labeled "Keep me signed in on this computer". Below the checkbox is a link "I forgot my password" which 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, there is a footer 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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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.

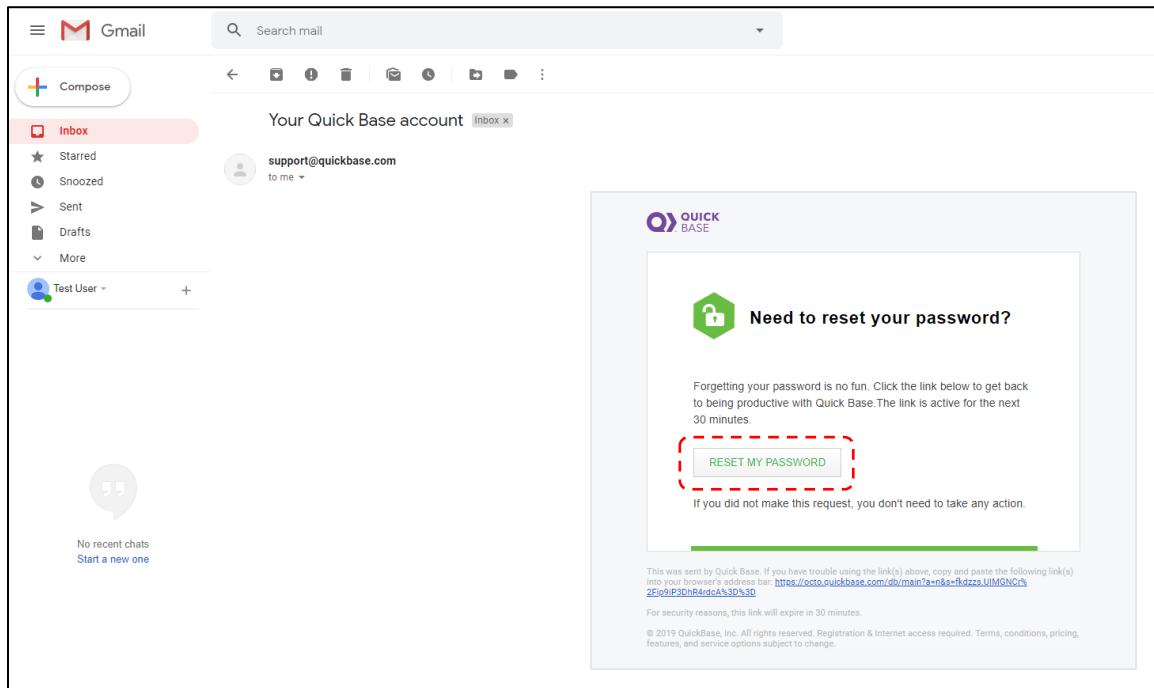
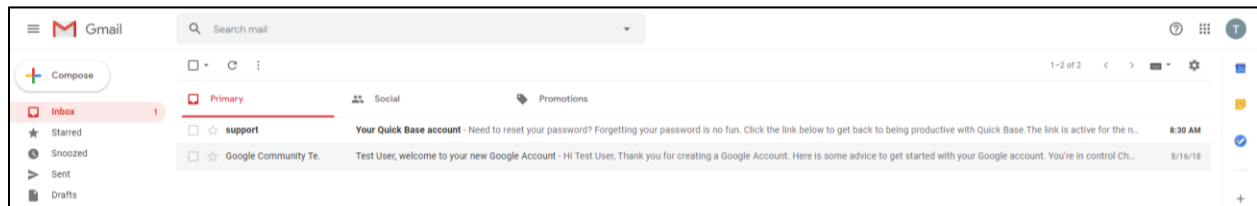
Check your email

We've sent an email to the address you use with Quick Base.

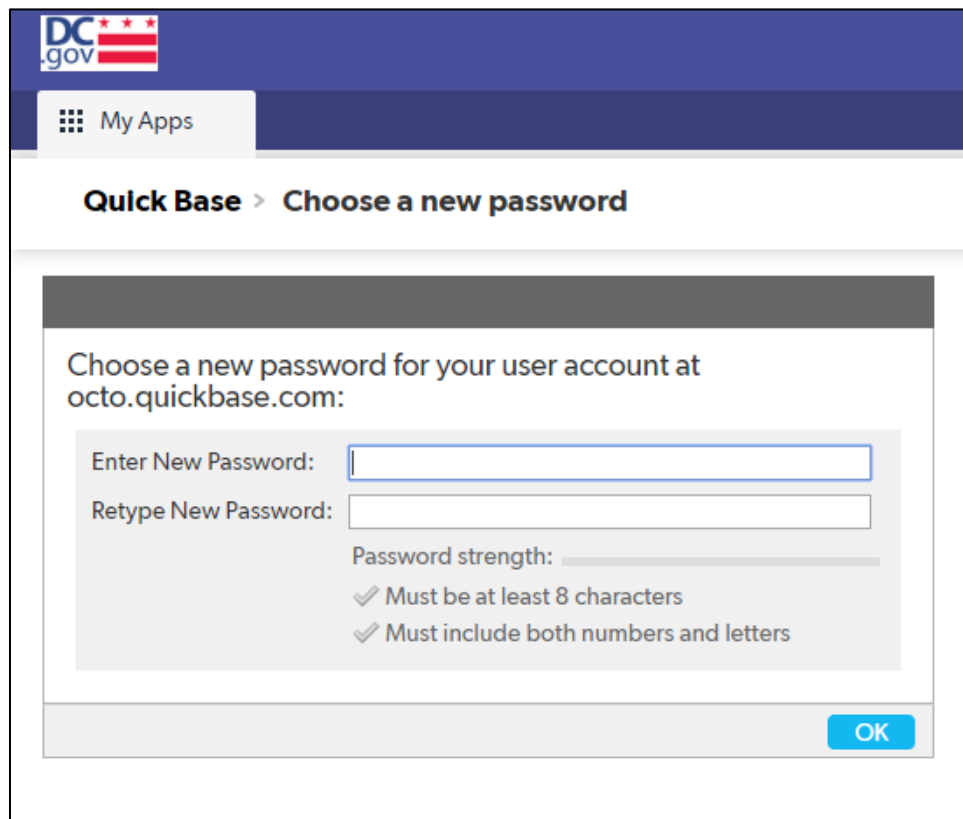
The link on the email is active for 30 minutes. Click the link, and follow the prompts to reset your password.

[Back to Sign In](#)

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



Enter your new password and click “OK.”



The screenshot shows a web interface for setting a new password. At the top left is the DC.gov logo. Below it is a 'My Apps' button. The main heading is 'Quick Base > Choose a new password'. The form area has a title 'Choose a new password for your user account at octo.quickbase.com:'. It contains two input fields: 'Enter New Password:' and 'Retype New Password:'. Below these is a 'Password strength:' section with a progress bar and two requirements: 'Must be at least 8 characters' and 'Must include both numbers and letters', both marked with checkmarks. An 'OK' button is at the bottom right of the form.

DC.gov

My Apps

Quick Base > Choose a new password

Choose a new password for your user account at octo.quickbase.com:

Enter New Password:

Retype New Password:

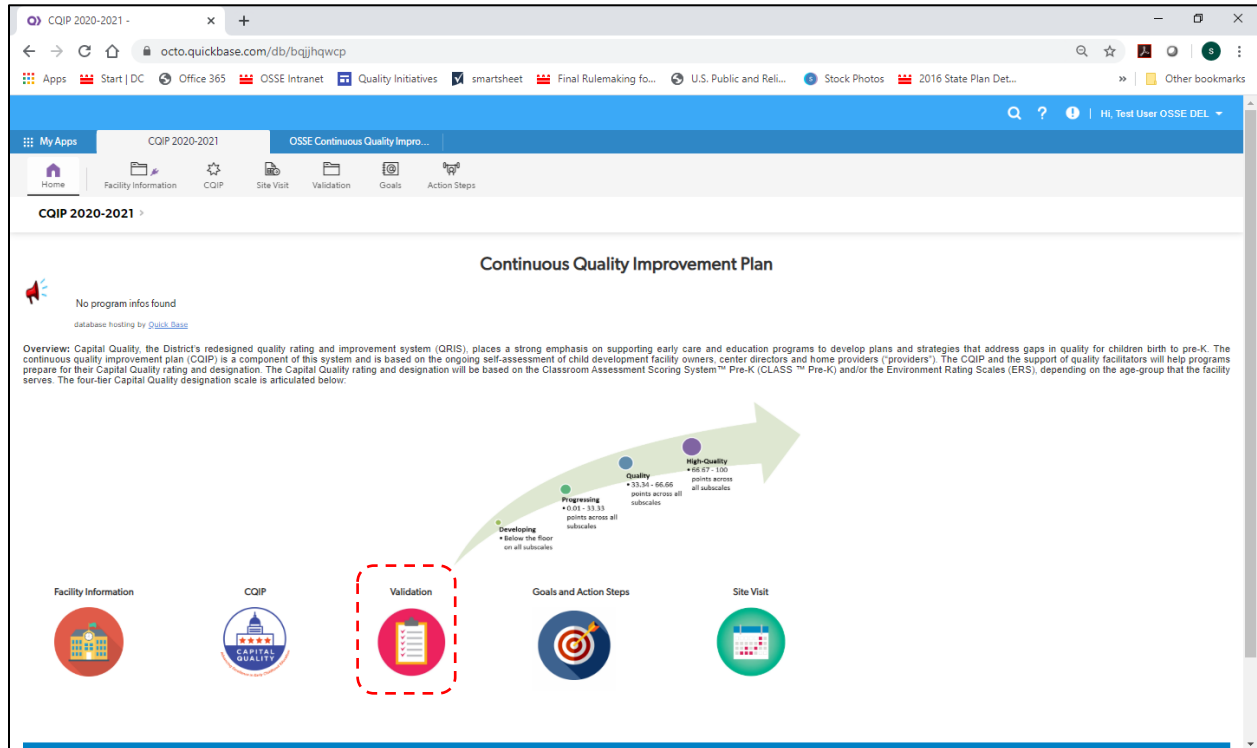
Password strength:

- ✓ Must be at least 8 characters
- ✓ Must include both numbers and letters

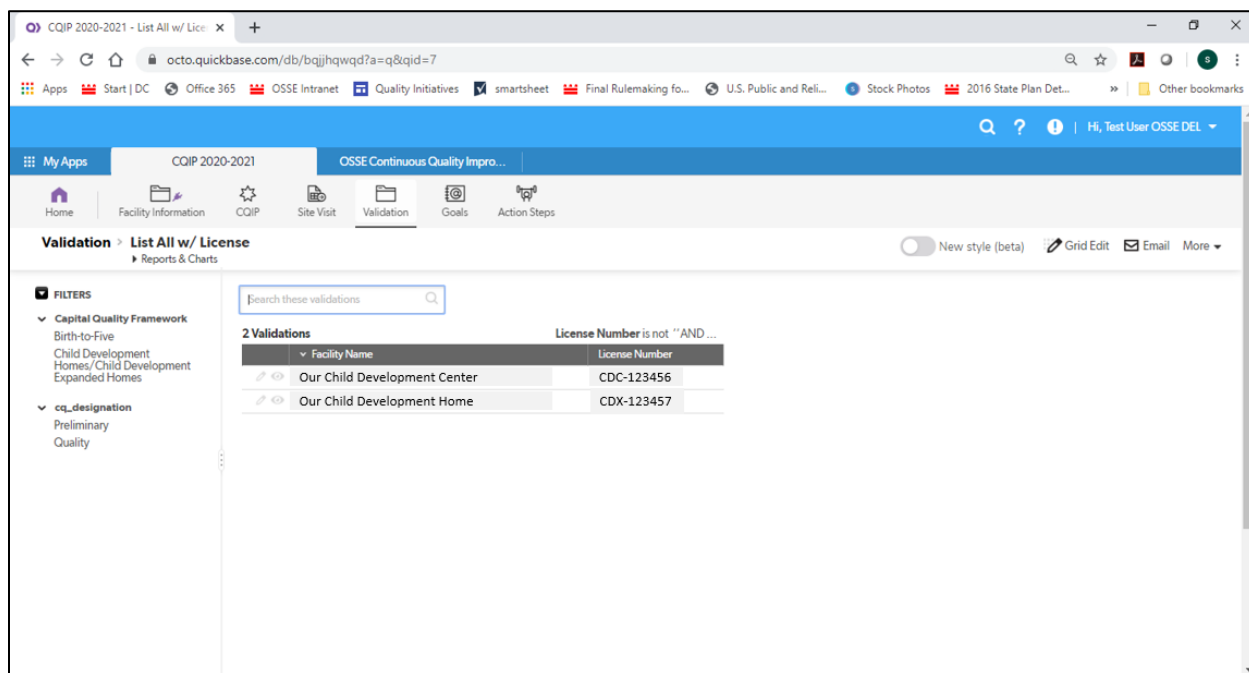
OK

3. Access the validation section.

On the CQIP QuickBase app home page, click the “Validation” icon to go to the validation section.

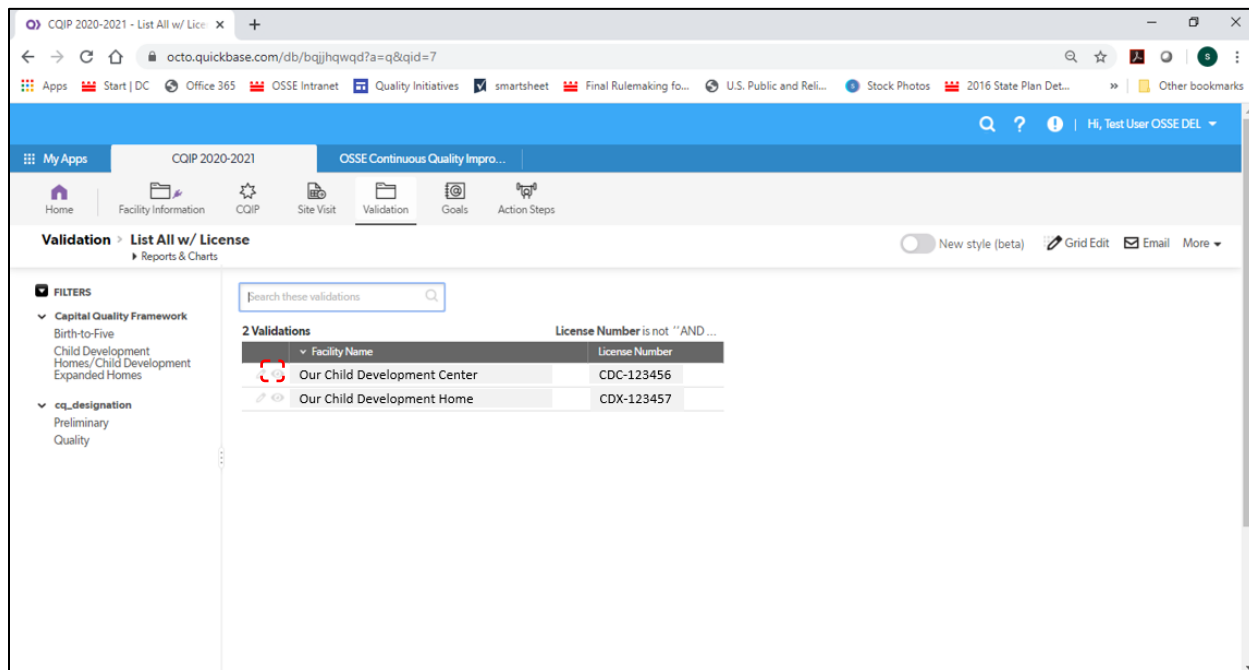


After clicking on the “Validation” icon, you will see a list of one or more facilities to which you have access.

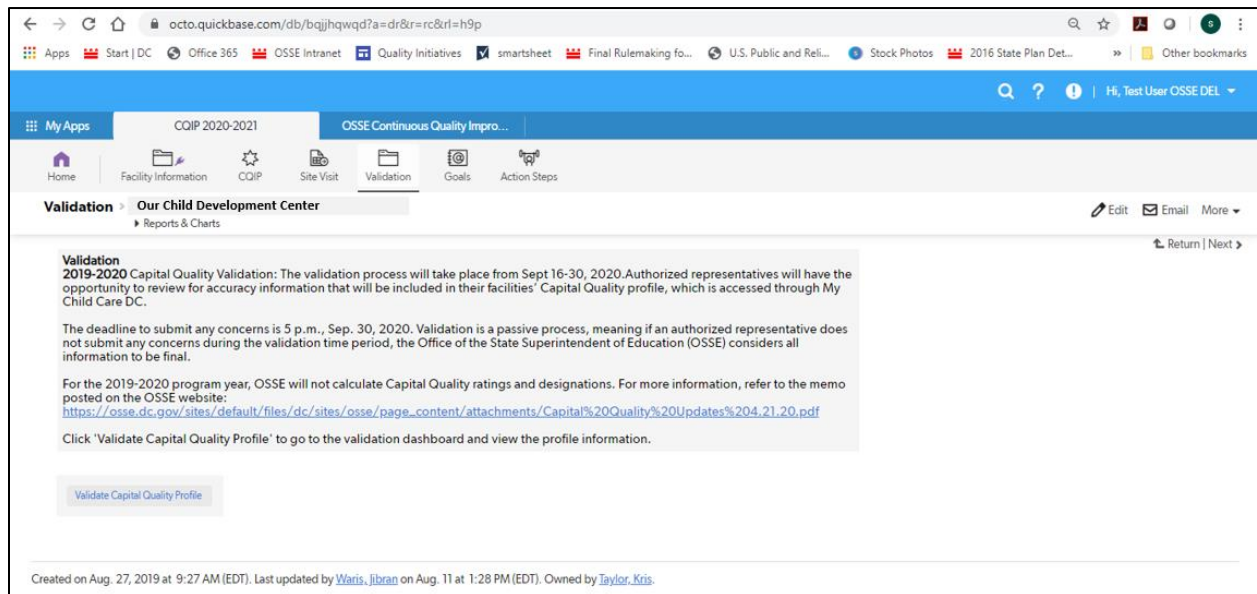


4. Access your facility’s validation page.

Click on the “View” (eye) icon next to one facility to access that facility’s validation page.

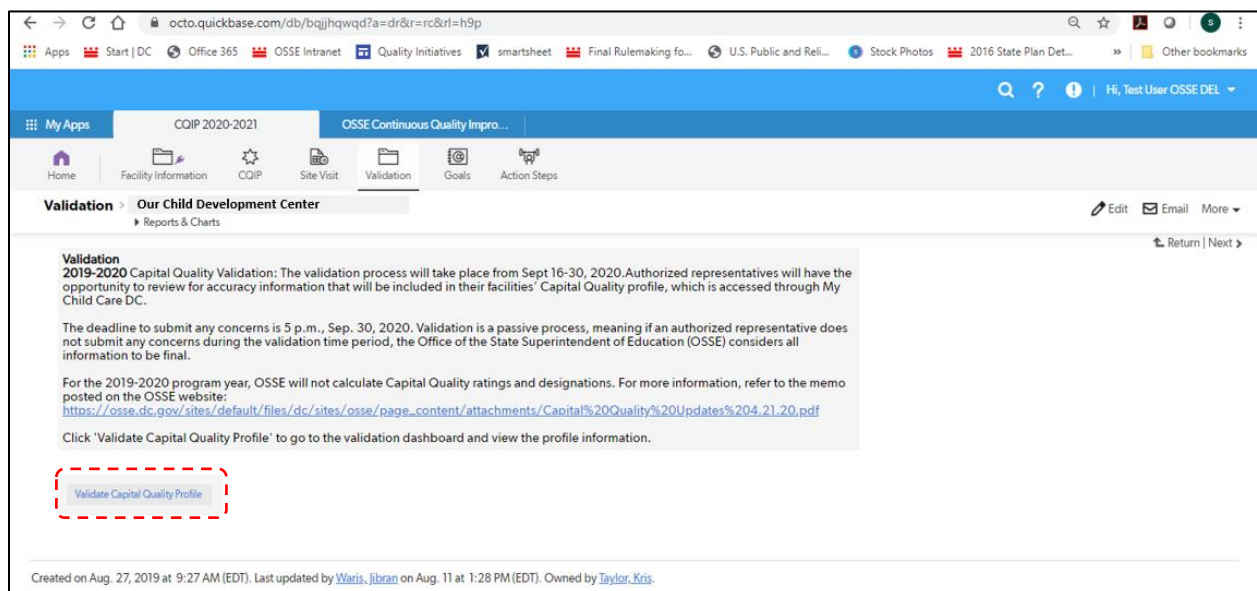


After clicking on the “View” (eye) icon, you will see your facility’s validation page. This validation page includes general information on validation and a link to validate your facility’s information on the Capital Quality profile.



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.



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

The screenshot shows the 'Validation' section of the OSSE CQIP 2020-2021 app. The page title is 'Our Child Development Center' with a 'Save & close' button. The 'Directions for Validation' section includes four numbered steps: 1. Review your facility's Capital Quality profile. 2. If all information appears correct, you do not need to take any action. Simply return to the home page. 3. To submit a concern, scroll down to the bottom of the page and click one row in the Concerns table. Submit one concern for each area you believe is incorrect. 4. Depending on the nature of concerns, OSSE may take from 10 business days through the conclusion of the validation period to respond to concerns. If calculations or information is updated in the process of responding to concerns, these updates will be visible in your facility's validation section of the CQIP Quick Base app. Updates will be made to the app each Friday. A note states: 'Note: Results of calculations (i.e. points earned) below are rounded to the hundredths place. For example, 12.3894 would be rounded to 12.39.' Below this, contact information for Jane Smith is listed. The 'ACREDITATION' section shows 'No facility syncs found'. The 'MISSION STATEMENT' section is partially visible at the bottom.

Directions for Validation:

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

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

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

ACREDITATION
Accreditation_Type: Accreditation_Expiration_Date
No facility syncs found

MISSION STATEMENT

Scroll down the page and review the information in your facility’s Capital Quality profile.

The screenshot shows the 'Validation' section of the OSSE CQIP 2020-2021 app, scrolled down to show the 'MISSION STATEMENT' and 'RESEARCH BASED CURRICULA USED' sections. The 'MISSION STATEMENT' section shows the facility's mission: 'Our Child Development Center's mission is to serve the children and families in our community.' The 'RESEARCH BASED CURRICULA USED' section includes a table with columns: Name of the Curriculum, Age Group where the curriculum is being used, On-Site Administrator Notes/Source(s) of Evidence, and Uploads. The table lists 'The Creative Curriculum' for 'Mixed Age' groups. The 'RESEARCH BASED ASSESSMENTS USED' section includes a table with columns: Name of Assessment, Name of Curriculum, Age group for which the assessment is used, On-Site Administrator Notes/Source(s) of Evidence, and Upload(s). The table lists 'Age & Stages Screening' for 'The Creative Curriculum' and 'Mixed Age' groups. The 'CURRENT YEAR' section shows scores for the 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), and Classroom Assessment Scoring System (CLASS REPORT) Pre-K Program-level Instructional Support Domain Score (Current Year = 2.20). The 'PREVIOUS YEAR' section shows scores for the ITERS-R Program-Level Score (Previous Year = NA) and the CLASS REPORT Pre-K Program-level Emotional Support Domain Score (Previous Year = NA).

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

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

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

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

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

Whether teachers have paid planning time outside classroom hours
yes

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

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

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.

The screenshot shows a web application interface for 'Validation' of 'Our Child Development Center'. The page displays various assessment scores for the 'CURRENT YEAR' and 'PREVIOUS YEAR'. At the bottom, there is a 'Concerns' section with a table for submitting concerns. The table has four columns: 'Concern', 'Please provide details regarding your concern', and 'Formal Response'. A red dashed box highlights the 'Concerns' section. The 'Concern' column has a dropdown menu with the following 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 table also shows '0 Concerns' and a 'New Concern' button.

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

This screenshot is similar to the previous one, but with the dropdown menu under the 'Concern' column open. The dropdown menu lists various areas of the facility's Capital Quality profile that can be selected for a concern. The table structure and other elements remain the same.

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

Validation > Our Child Development Center

Save & close Cancel

yes

▼ CURRENT YEAR

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

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

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

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

▼ PREVIOUS YEAR

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

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

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

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

▼ Concerns

New Concern More ▼ 0 Concerns

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

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

Click “Save & close.”

Validation > Our Child Development Center

Save & close Cancel

yes

▼ CURRENT YEAR

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

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

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

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

▼ PREVIOUS YEAR

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

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

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

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

▼ Concerns

New Concern More ▼ 0 Concerns

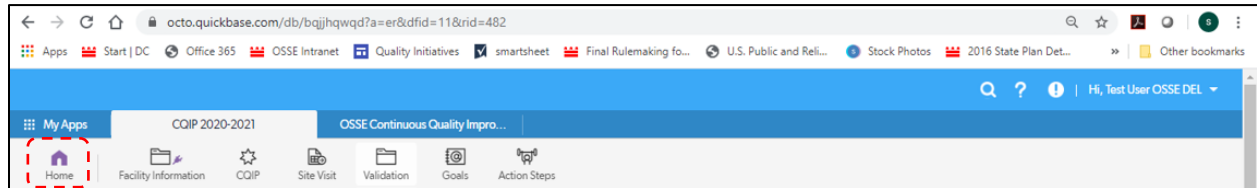
Concern	Please provide details regarding your concern	Formal Response
Point of contact for the facility	We have a new point of contact, Joe Smith.	
Please select an option below that best fits your concern		
Please select an option below that best fits your concern		
Please select an option below that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

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

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.



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; 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., Oct. 15, 2020) 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 issue notifications to authorized representatives detailing whether or not changes have been made to any of the information for that facility. Authorized representatives should retain these notifications for their facilities’ records.

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 Validation.OSSE@dc.gov. The webinar will be posted on the OSSE website at osse.dc.gov/page/capital-quality-gris 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:

<https://doodle.com/poll/7fmznm9qh5cu9pyd>. Email Validation.OSSE@dc.gov 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 Google Meet 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. Contact information is below.

Quality Facilitators		
Name (Last Name, First Name)	Email Address	Phone
Allison, Theresa	tallison@erhurleyassoc.com	Refer to your assigned quality facilitator.
Alston, Debbie	dalston@erhurleyassoc.com	Refer to your assigned quality facilitator.
Alston, Shiffaun	salston@erhurleyassoc.com	Refer to your assigned quality facilitator.
Asiana, Cora	casiana@erhurleyassoc.com	Refer to your assigned quality facilitator.
Bethune, Stacie	sbethune@erhurleyassoc.com	Refer to your assigned quality facilitator.
Dickerson, Sheryl	sdickerson@erhurleyassoc.com	Refer to your assigned quality facilitator.

Quality Facilitators		
Name (Last Name, First Name)	Email Address	Phone
Gomez, Adriana	agomez@erhurleyassoc.com	Refer to your assigned quality facilitator.
Huerta, Monica	mhuerta@erhurleyassoc.com	Refer to your assigned quality facilitator.
Johnson, Sharon	sjohnson@erhurleyassoc.com	Refer to your assigned quality facilitator.
Lewis, Chastity	clewis@erhurleyassoc.com	Refer to your assigned quality facilitator.
Lovos, Elizabeth	elovos@erhurleyassoc.com	Refer to your assigned quality facilitator.
McDougall Hall, Yvonne	ymcdougall-hall@erhurleyassoc.com	Refer to your assigned quality facilitator.
Obregon, Doris	dobregon@erhurleyassoc.com	Refer to your assigned quality facilitator.
Owens, Jamellah	jowens@erhurleyassoc.com	Refer to your assigned quality facilitator.
Strawbridge, Arrione	astrawbridge@erhurleyassoc.com	Refer to your assigned quality facilitator.
West, Nakita	nwest@erhurleyassoc.com	Refer to your assigned quality facilitator.
Winters, Tanya	twinters@erhurleyassoc.com	Refer to your assigned quality facilitator.
Woods, Joi	jwoods@erhurleyassoc.com	Refer to your assigned quality facilitator.
Zaccheus, Sola	szaccheus@erhurleyassoc.com	Refer to your assigned quality facilitator.

- OSSE quality initiatives unit staff are available to assist with **reviewing information** on the Capital Quality profile and effective designations for fiscal year (FY) 2021. (FY 2021 is Oct. 1, 2020-Sept. 30, 2021.) Contact information is below.

Quality Initiatives Unit Staff		
Name (Last Name, First Name)	Email Address	Phone
Abo, Buen	Buen.Abo@dc.gov	(202) 724-7876
Hofgesang, Sarah	Sarah.Hofgesang@dc.gov	(202) 727-2992

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

Appendix A. Effective Designations

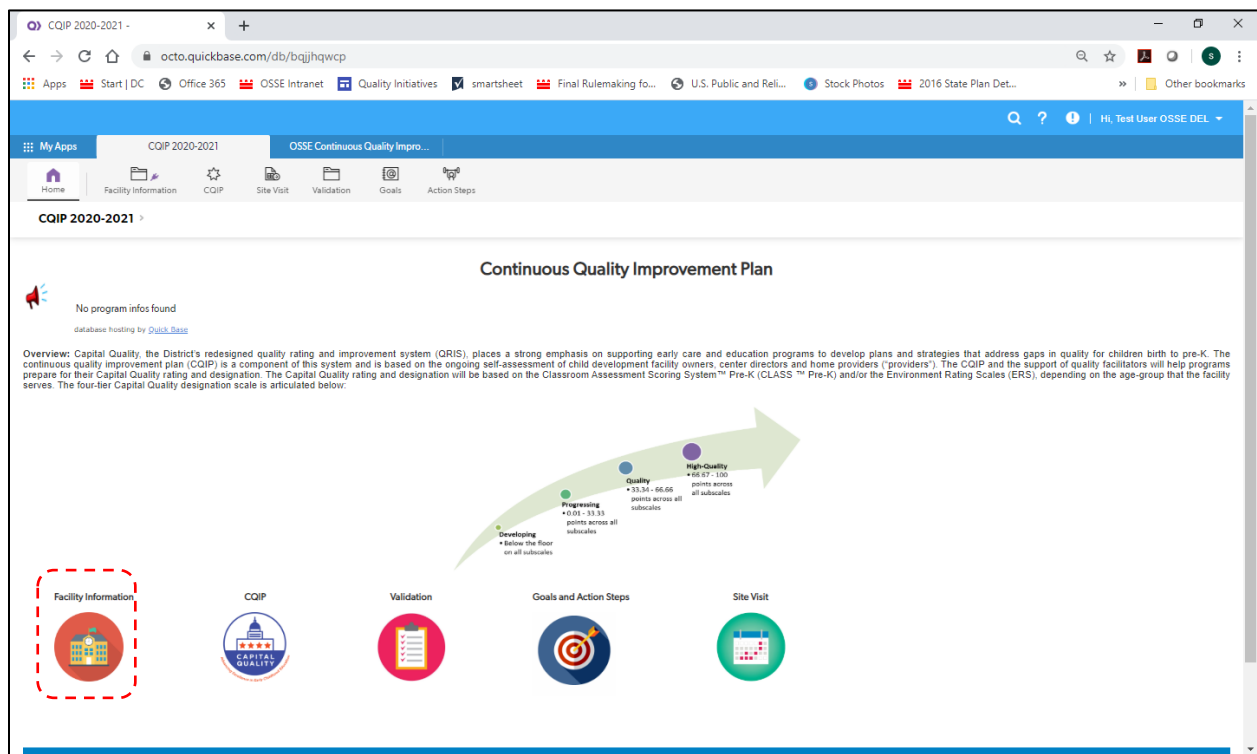
Authorized representatives should follow the directions below to view facilities' effective designations.

1. Log in to the CQIP QuickBase app.

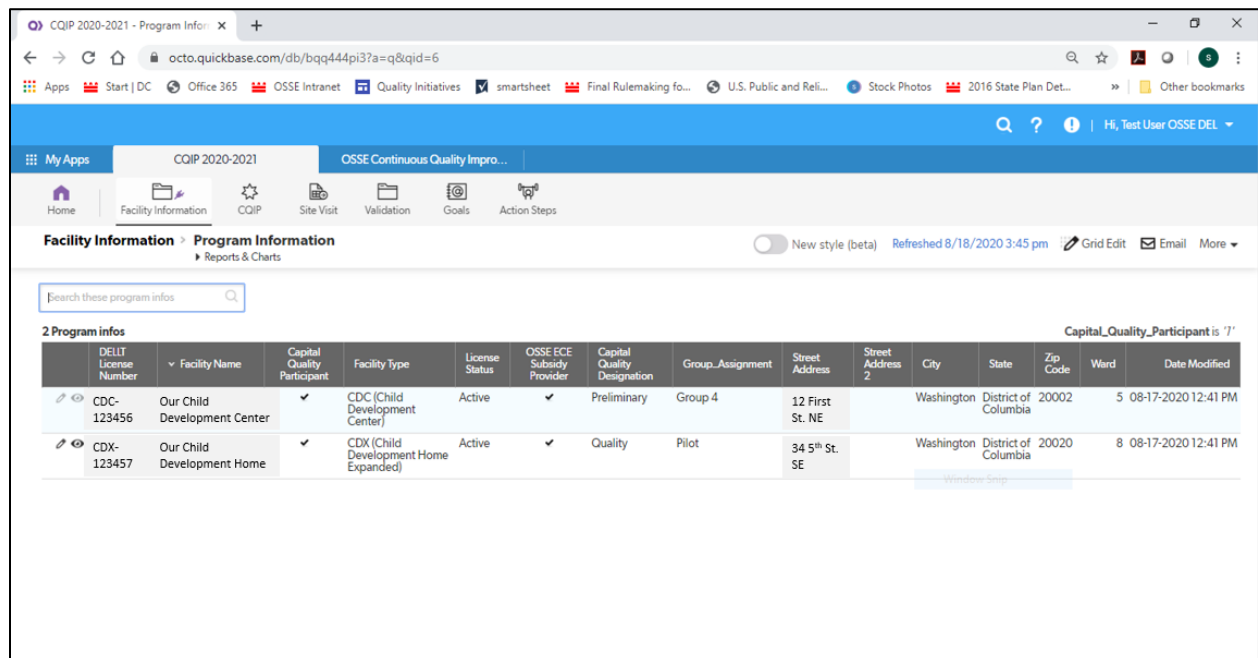
Follow the directions in the validation guide, beginning on page 7, to log in to the CQIP QuickBase app.

2. Access the facility information section.

On the CQIP QuickBase app home page, click the "Facility Information" icon.



After clicking on the “Facility Information” icon, you will see a list of one or more facilities to which you have access.



Facility Information • Program Information

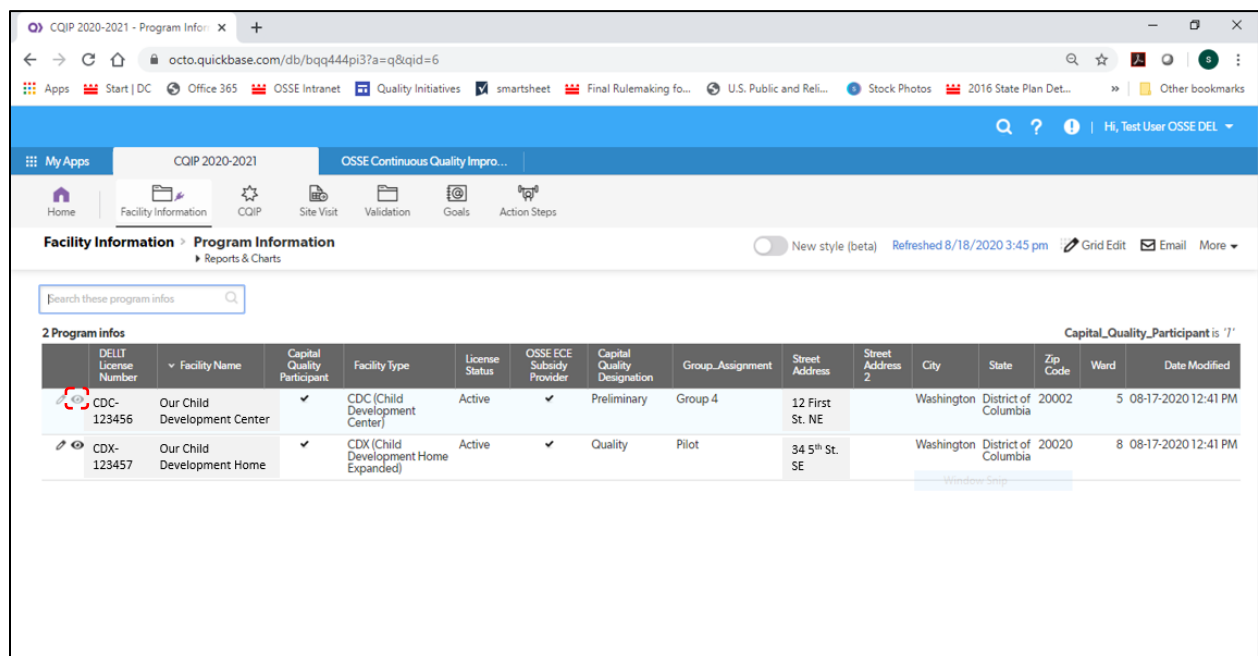
Search these program infos

2 Program infos

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

3. Access your facility’s facility information page.

Click on the “View” (eye) icon next to one facility to access that facility’s facility information page.



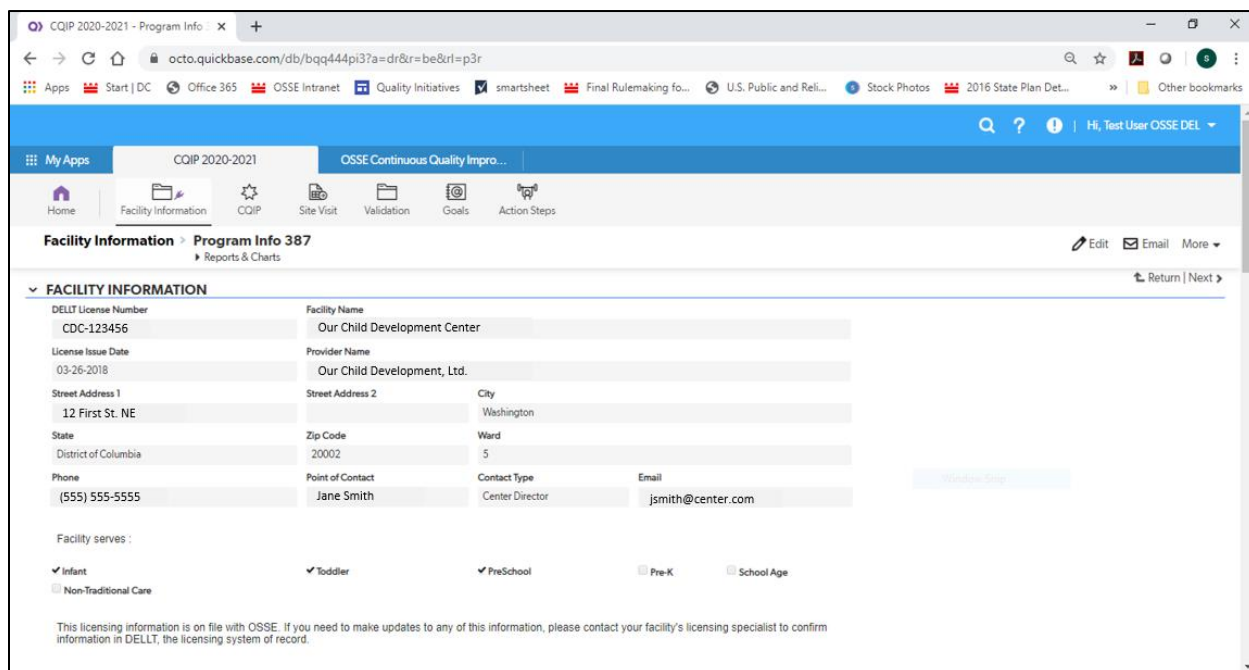
Facility Information • Program Information

Search these program infos

2 Program infos

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

After clicking on the “View” (eye) icon, you will see your facility’s facility information page. This facility information page includes general facility information and Capital Quality information, including effective designations for your facility.



Facility Information • Program Info 387

Reports & Charts

FACILITY INFORMATION

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

Facility serves :

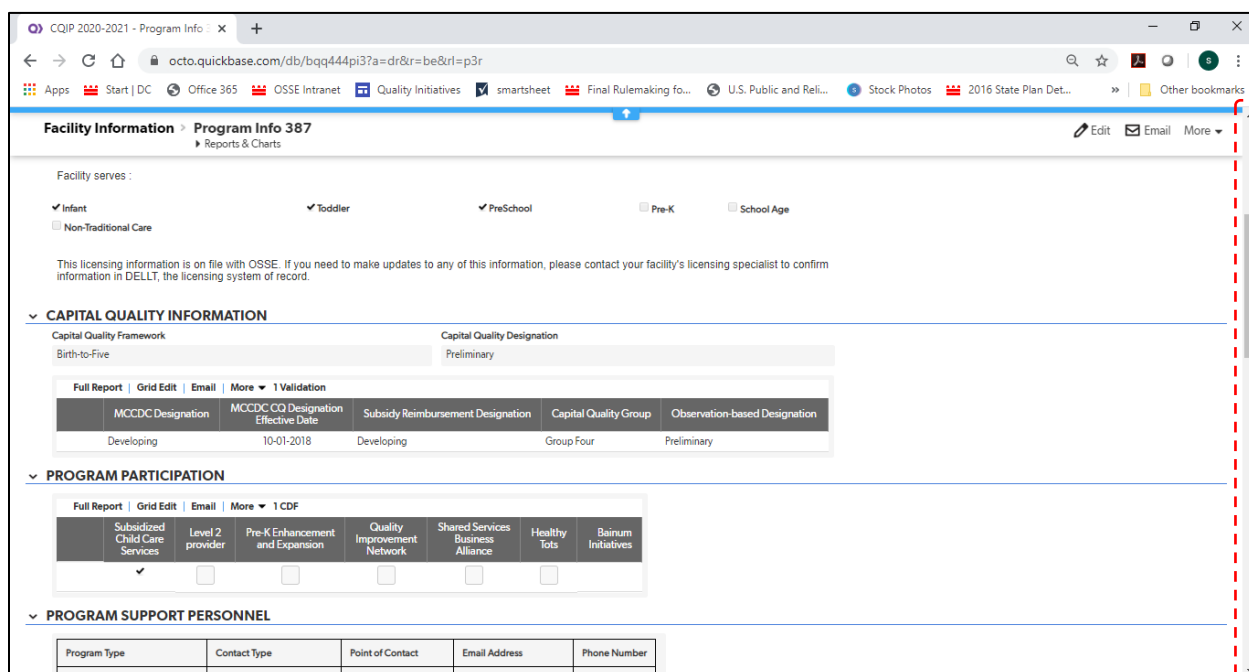
☒ Infant
 ☒ Toddler
 ☒ PreSchool
 ☐ Pre-K
 ☐ School Age

☐ Non-Traditional Care

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

4. View your facility’s effective designations.

Scroll down the page to the Capital Quality information section.



Facility Information • Program Info 387

Reports & Charts

Facility serves :

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

☐ Non-Traditional Care

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

CAPITAL QUALITY INFORMATION

Capital Quality Framework Birth-to-Five	Capital Quality Designation Preliminary
--------------------------------------------	--------------------------------------------

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

MCCDC Designation	MCCDC CQ Designation Effective Date	Subsidy Reimbursement Designation	Capital Quality Group	Observation-based Designation
Developing	10-01-2018	Developing	Group Four	Preliminary

PROGRAM PARTICIPATION

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

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

PROGRAM SUPPORT PERSONNEL

Program Type	Contact Type	Point of Contact	Email Address	Phone Number

The facility's current (FY 2020; Oct. 1, 2019-Sept. 30, 2020) effective designations are listed in the table. Effective designations include:

- **Observation-based Designation:** This is the facility's most recent observation-based designation calculated in fall 2019 for the 2018-2019 program year.¹
- **My Child Care DC (MCCDC) Designation:** This is the facility's designation posted on the MCCDC website based on the hold harmless policy.²
- **Subsidy Reimbursement Designation:** This is the facility's designation for tiered subsidy reimbursement based on the hold harmless policy.³

▼

CAPITAL QUALITY INFORMATION

Capital Quality Framework

Birth-to-Five

Capital Quality Designation

Preliminary

Full Report

Grid Edit

Email

More ▼

1 Validation

MCCDC Designation	MCCDC CQ Designation Effective Date	Subsidy Reimbursement Designation	Capital Quality Group	Observation-based Designation
Developing	10-01-2018	Developing	Group Four	Preliminary

Group Three, Group Four and Group Five facilities will **maintain** their current effective designations through the next fiscal year (FY 2021; Oct. 1, 2020-Sept. 30, 2021).

Pilot and Group Two facilities' **subsidy reimbursement designation will align to their observation-based designation effective Oct. 1, 2020** for the next fiscal year (FY 2021; Oct. 1, 2020-Sept. 30, 2021).

For more information, please reference the Capital Quality updates issued on April 21, 2020 and posted on the OSSE website:

https://osse.dc.gov/sites/default/files/dc/sites/osse/page_content/attachments/Capital%20Quality%20Updates%204.21.20.pdf.

¹ NOTE: For the 2019-2020 program year, OSSE will not calculate Capital Quality ratings and designations due to suspension of ITERS-R, FCCERS-R and/or CLASS observations during the coronavirus (COVID-19) public health emergency.

² Reference the [Capital Quality Technical Guide](#) for more information on the hold harmless policy.

³ Reference the [Capital Quality Technical Guide](#) for more information on the hold harmless policy.