



Capital Quality Validation Guide For the 2020-21 Program Year

Table of Contents

I.	Overview	3
A.	Validation of Capital Quality Profile	3
B.	Validation of Capital Quality Rating and Designation	4
II.	Validation Process.....	4
A.	Authorized Representative	4
B.	Quickbase Application.....	5
C.	Validation Timeline	6
D.	Directions for Validation.....	7
1.	Log in to the CQIP Quickbase app.	7
2.	Forgot your password?	12
3.	Access the validation section.	16
4.	Access your facility's validation page.	17
5.	Review the information on your facility's Capital Quality profile.	19
6.	How to submit a concern about your facility's Capital Quality profile.	21
7.	Return to home page.....	23
8.	Review your facility's Capital Quality rating and designation.	23
9.	How to submit a concern about your facility's Capital Quality rating and designation. 26	
10.	Return to home page.....	28
E.	Responding to Concerns	29
III.	Technical Assistance	29
A.	Recorded Webinar.....	30
B.	Scheduled One-on-One Assistance	30
C.	Personnel.....	30
D.	Point of Contact.....	32

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 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.

OSSE displays this information (e.g., Capital Quality designation, 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 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.

Facilities’ effective Capital Quality designations for subsidy reimbursement rates for the next fiscal year, fiscal year 2022 (FY22) from Oct. 1, 2021 through Sept. 30, 2022, 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 **Pilot, Group Two, Group Three and Group Five** facilities; or
- The hold harmless policy for **Group Four** facilities. 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 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.

B. Validation of Capital Quality Rating and Designation

During validation, providers whose facilities are eligible to be rated using one year of valid observation data 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. The following information is available for review for accuracy:

- 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).

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](#). 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 Validation.OSSE@dc.gov.

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.

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 2020-21 validation process will occur from **Sept. 13-Oct. 15, 2021.**

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 submissions of concerns about accuracy of information are due by **5 p.m. on Oct. 1, 2021.** OSSE will respond by Oct. 15, 2021 to all concerns raised. It is critical authorized representatives adhere to the Oct. 1 deadline; OSSE will not respond to concerns raised after 5 p.m. on Oct. 1, 2021.

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

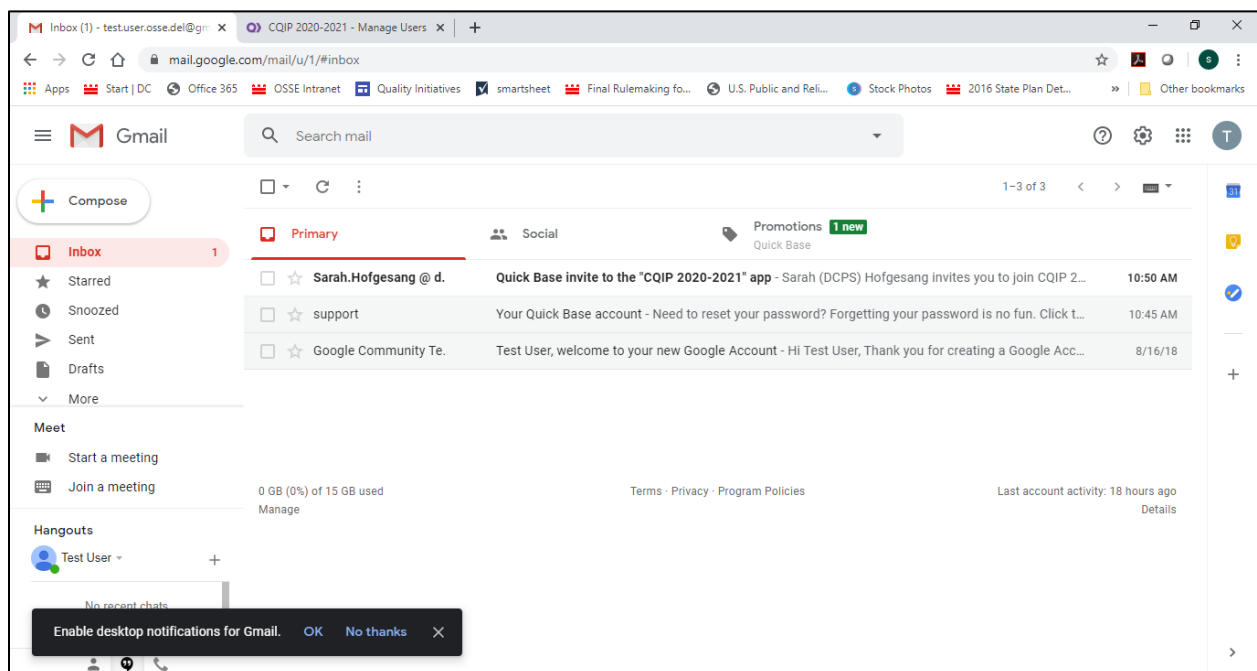
Timeline	Action
Sept. 13, 2021	Validation period begins.
Sept. 13-Oct. 1, 2021	Authorized representatives (and any delegate authorized representatives) can review information for accuracy. Only the authorized representatives can submit concerns (if there are any) related to the accuracy of the information 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.

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.

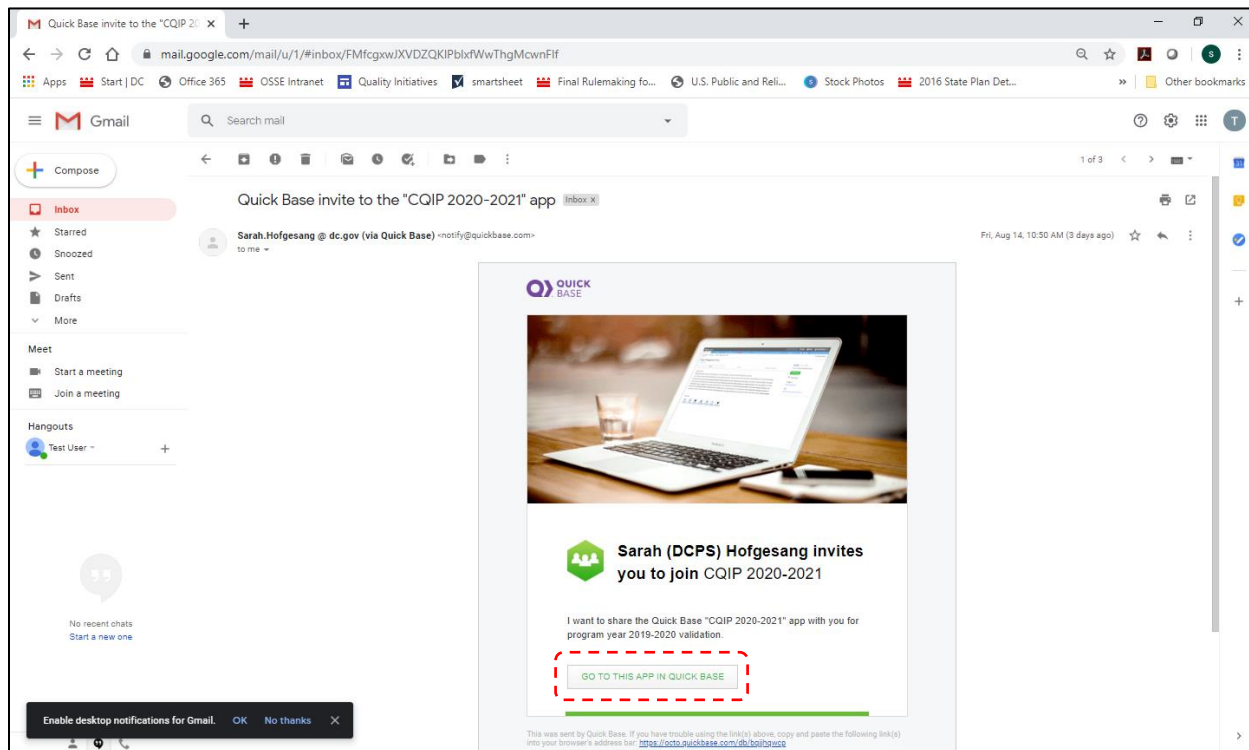
1. Log in to the CQIP Quickbase app.

Each authorized representative will receive an email with a link to the CQIP Quickbase app on Sept. 13, 2021. 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 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: 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](#)

1050 First St. NE, Sixth Floor, Washington, DC 20002 • Phone: (202) 727-6436 TTY: 711 • osse.dc.gov

Page 9 of 32

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

l

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.

Continuous Quality Improvement Plan

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

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:

Developing
Below the floor on all subcategories

Progressing
61.00 - 83.33 points across all subcategories

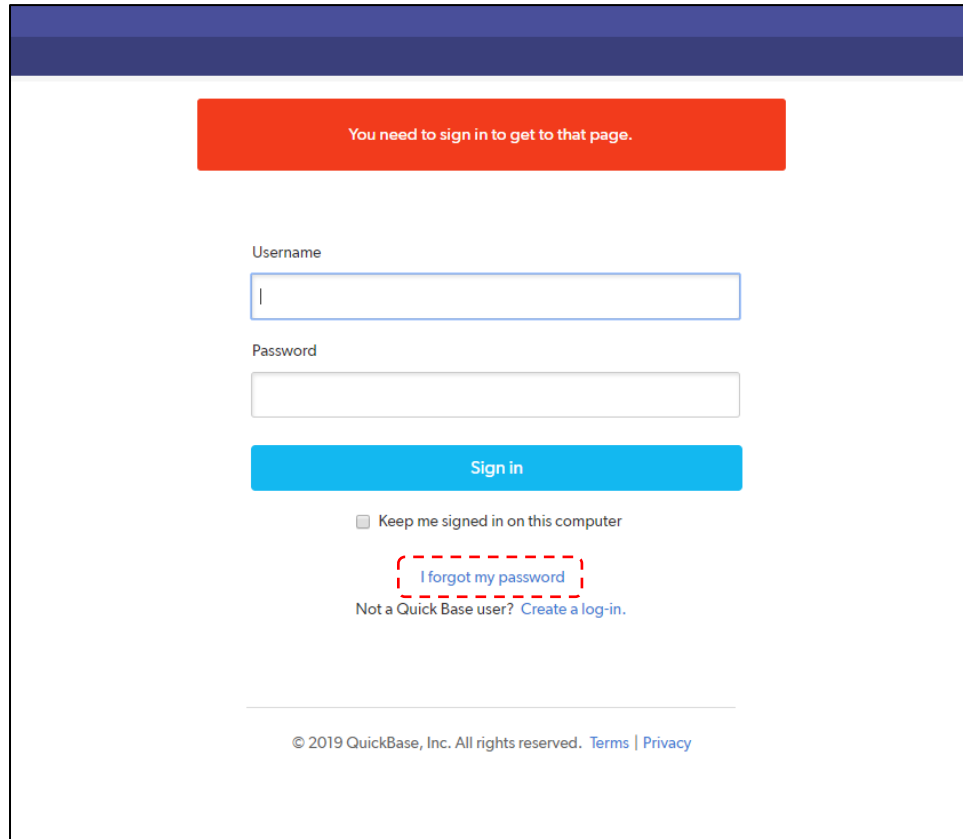
Quality
83.34 - 88.66 points across all subcategories

High-Quality
88.67 - 100 points across 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.](#)

© 2019 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.

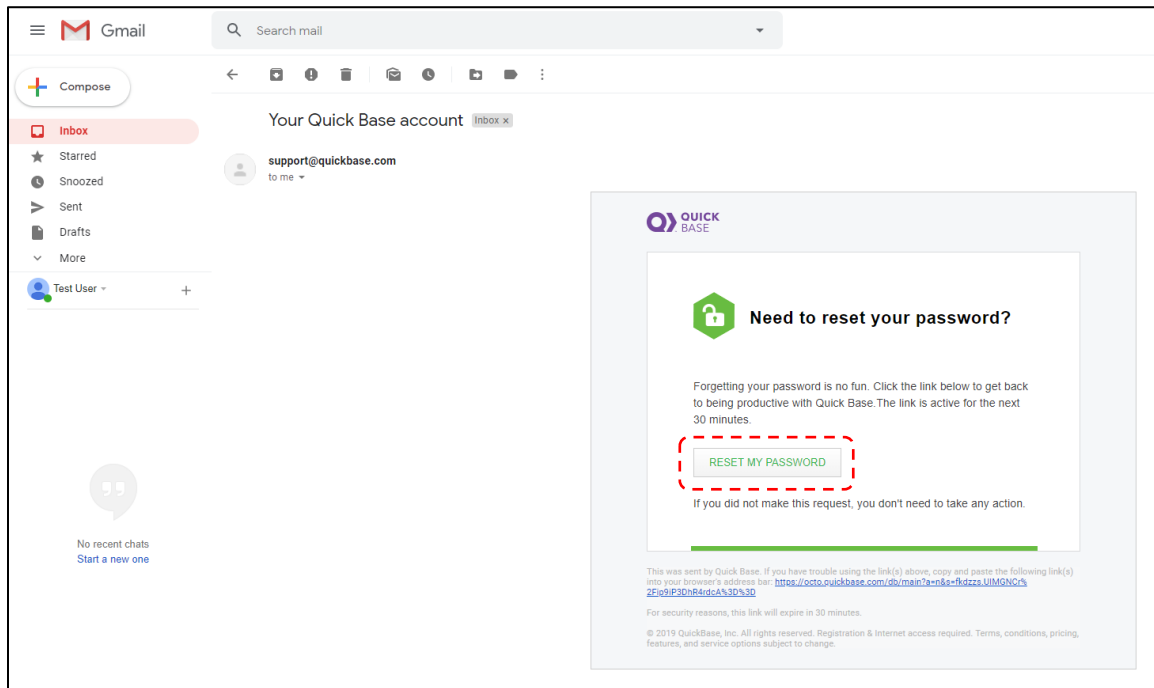
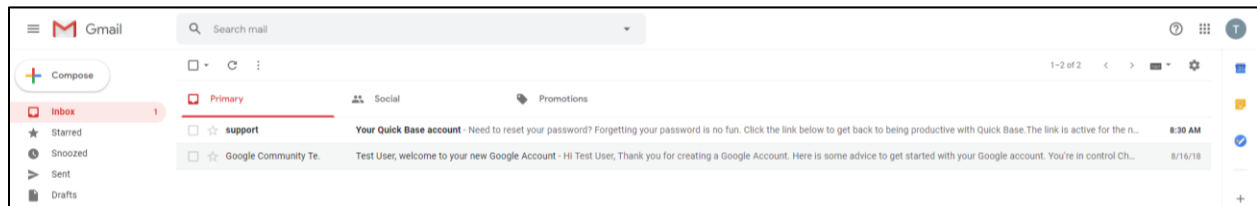
Check your email

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

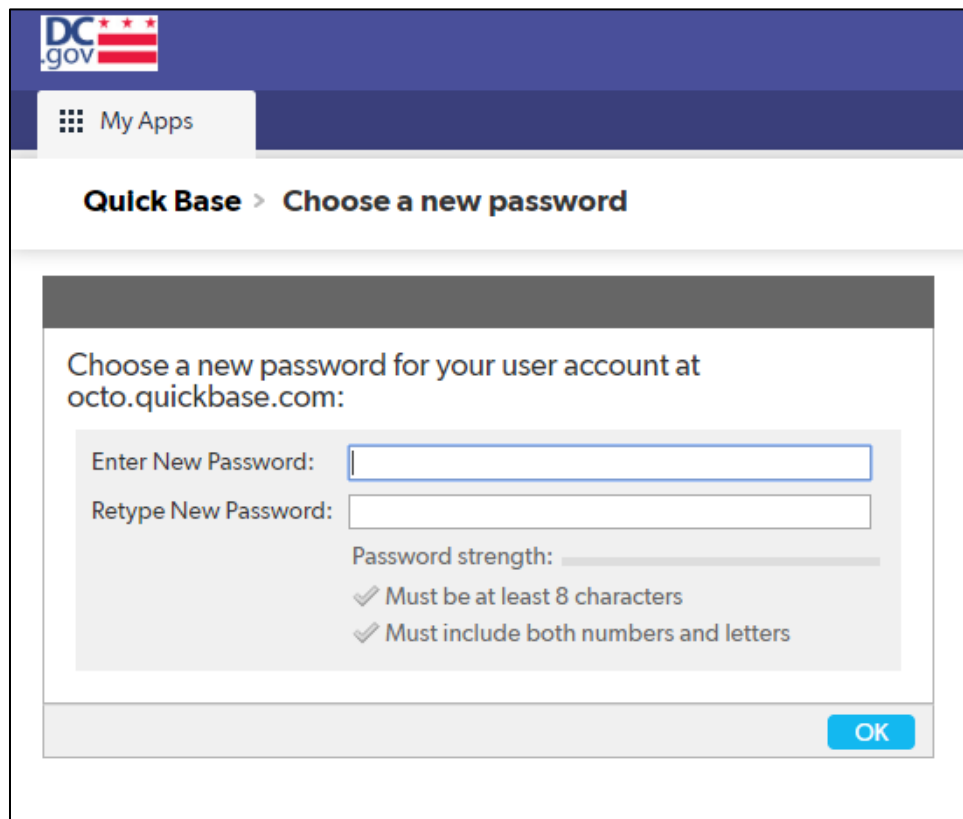
The link on the email is active for 30 minutes. Click the link, and follow the prompts to reset your password.

[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:

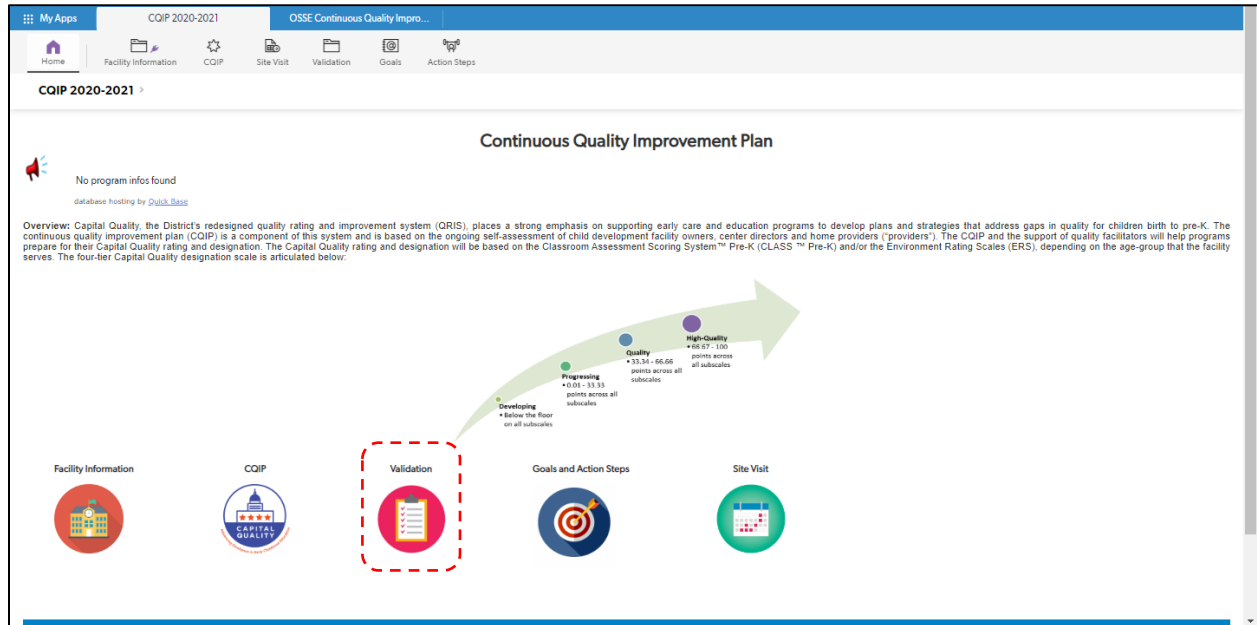
Password strength:

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

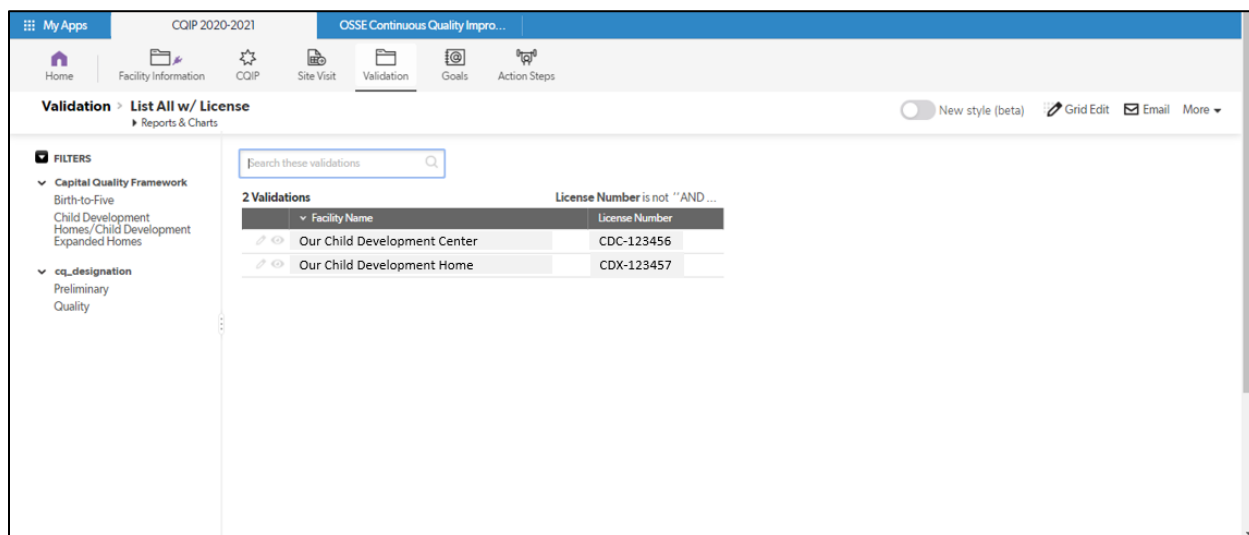
OK

3. Access the validation section.

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

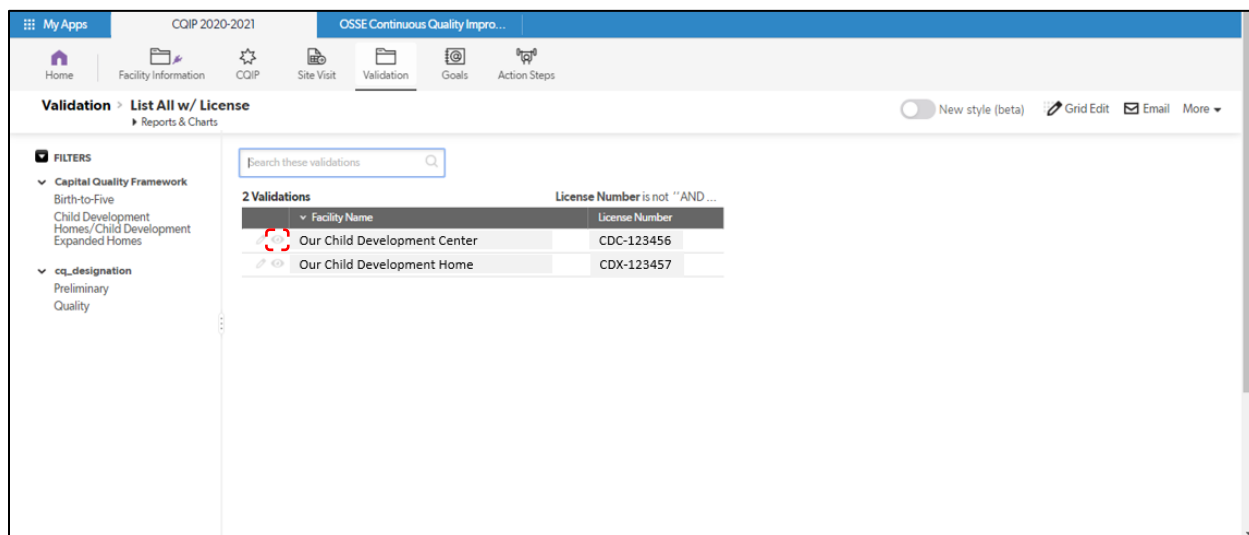


After clicking on the “Validation” icon, you will see a list of one or more facilities to which you have access.



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.

The screenshot shows a web application interface with a blue header bar containing navigation icons and labels. Below the header, a secondary navigation bar includes links like 'Home', 'Users', 'Quality Facilitators', 'Directory', 'Facility Information', 'CQIP', 'Site Visit', 'Validation' (which is highlighted), '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 sub-link 'Reports & Charts'. The text in the main area provides details about the 2020-2021 Capital Quality Validation process, including the timeline (Sept. 13-Oct. 15, 2021), the purpose (reviewing accuracy information), and the deadline (5 p.m., Oct. 1, 2021). It also mentions that OSSE will not calculate ratings for facilities with two years of valid observation data. At the bottom of the text block, there is a button labeled 'Validate Capital Quality Profile'.

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

This screenshot shows the same 'Validation' page as the previous one, but with additional text and buttons. The text block now includes information about the Capital Quality rating (a numeric score between 0-100) and its impact on subsidy reimbursement rates. It also states that the rating and designation will be posted on the 'My Child Care DC' website. At the bottom of the text block, there are two buttons: 'Validate Capital Quality Rating and Designation' and 'Validate 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.

The screenshot shows a web application interface for OSSE. The top navigation bar includes 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, the breadcrumb trail reads "Validation > Our Child Development Center". 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.

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

Validation > Our Child Development Center
 ▶ Reports & Charts Save & close Cancel

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.

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 implemented	On-Site Administrator Notes/Source(s) of Evidence	Uploads

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.

The screenshot shows the 'Validation' page for 'Our Child Development Center'. The page has a 'Save & close' button and a 'Cancel' button. The main content area is divided into sections for 'CURRENT YEAR' and 'PREVIOUS YEAR' scores. Below these, there is a 'Concerns' section with a table. The table has columns for 'Concern', 'Please provide details regarding your concern', and 'Formal Response'. The 'Concern' column has a dropdown menu with the text 'Please select an option below that best fits your concern'. The table is currently empty, and the 'Formal Response' column is also empty. The 'Concerns' section is highlighted with a red dashed box.

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

This screenshot shows the same 'Validation' page, but with the 'Concerns' table dropdown menu open. The dropdown menu lists various areas of concern, including '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 highlighted with a yellow box. The 'Formal Response' column is also visible.

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** 0 Concerns

New Concern More ▼

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		

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** 0 Concerns

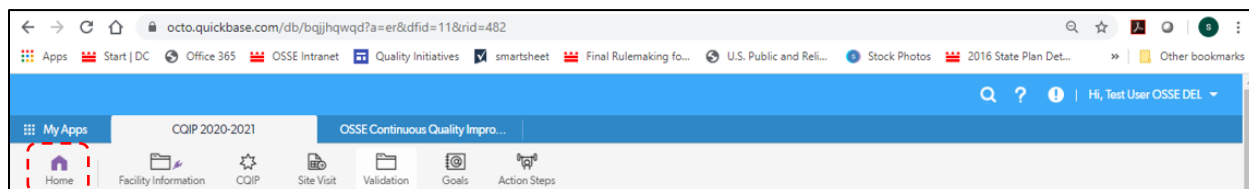
New Concern More ▼

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		

Your concern is now submitted. You will see a list of all concerns you submit in the Concerns table.

7. Return to home page.

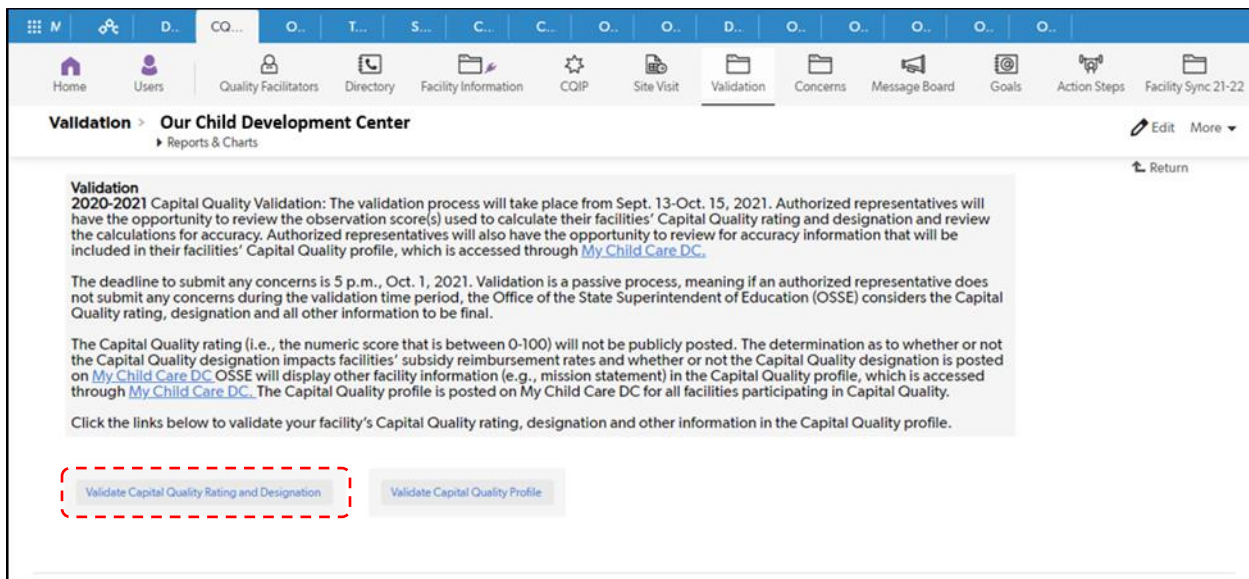
When you finish submitting any concerns or if you do not have any concerns, scroll to the top of the page and click “Home” to return to the home page.



8. Review your facility’s Capital Quality rating and designation.

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

On your facility’s validation page, click on “Validate Capital Quality Rating” to review your facility’s Capital Quality rating and designation.



After clicking on “Validate Capital Quality Rating,” you will see your facility’s Capital Quality rating and designation page.

The screenshot shows a web application interface for validating capital quality ratings. The top navigation bar includes icons for Home, Users, Quality Facilitators, Directory, Facility Information, CQIP, Site Visit, Validation (active), Concerns, Message Board, Goals, Action Steps, and Facility Sync. Below the navigation bar, the page title is "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 is to review the facility's rating. Step 2 is to return to the home page if information is correct. Step 3 is to submit a concern, with sub-steps A, B, C, and D. Step 4 is to understand the validation process and response time. A note explains that scores are rounded to the hundredths place. Below the directions, facility information is displayed in a table format, including Facility Name, License Number, Facility Address, Capital Quality Framework, Capital Quality Group, and Program Year of Previous Year's Rating. At the bottom, there is a section for "Birth-to-Five Facilities:".

Validation > Our Child Development Center Save & close Cancel

► 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:**

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

Validation > Our Child Development Center

Reports & Charts

Save & closeCancel

Birth-to-Five Facilities:

ITERS

Score = 4.7

Target = 6

Floor = 3

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

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

If all information appears correct, you do not need to take any action. Simply return to the home page.

9. How to submit a concern about your facility's Capital Quality rating and designation.

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.

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 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	

Select 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 Designation = Quality

Subsidy Reimbursement

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	

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

Validation > Our Child Development Center

Reports & Charts

Save & close Cancel

Weighted CLASS Pre-K Points Earned = (Points) X (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 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 your center use program data to 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	

Click “Save & close.”

Validation > Our Child Development Center

Reports & Charts

Save & close Cancel

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

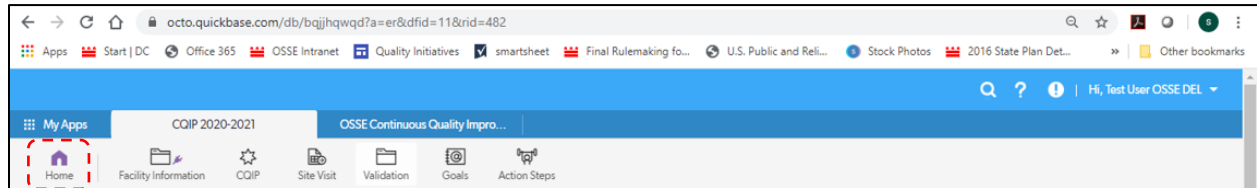
New Concern More

Facility Name	Concern	Please provide details regarding your concern
	Infant/Toddler Environment Rating Scale-Revised (ITERS-R) scores	Can your center use program data to 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	

Your concern is now submitted. You will see a list of all concerns you submit in the Concerns table.

10. 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;
- 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., Oct. 15, 2021) 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 Validation.OSSE@dc.gov. The webinar will be posted on the OSSE website at osse.dc.gov/page/capital-quality-qris 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: www.signupgenius.com/go/10C0C45A9A82FA6FBC52-capital1. 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 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. 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.
McDougall Hall, Yvonne	ymcdougall-hall@erhurleyassoc.com	Refer to your assigned quality facilitator.
Melles, Kokey	kmelles@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.
Tyson, Tia	ttyson@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.
Yirsaw, Sebawit	syirsaw@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 FY22. (FY22 is Oct. 1, 2021-Sept. 30, 2022.) 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