

PARENT AWARE – ONLINE QDP RESUBMISSION PROCESS

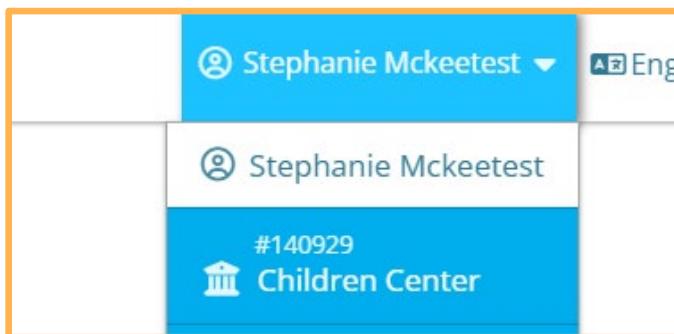
After the initial review of your Quality Documentation Portfolio (QDP) has been completed, there may be Indicators marked **Incomplete**. The Parent Aware case will be put into **Incomplete Status**.

Contact your Parent Aware Quality Coach with any questions about Incomplete Indicators. They are available to provide guidance and review your QDP before Re-submitting.

The steps below describe the process to review Incomplete Indicators and Re-submit additional evidence if necessary.

DIRECTIONS

1. Log into your Develop account to access your Individual Profile with your email address and password.
2. Choose your **Organization** from the drop-down menu under your name.

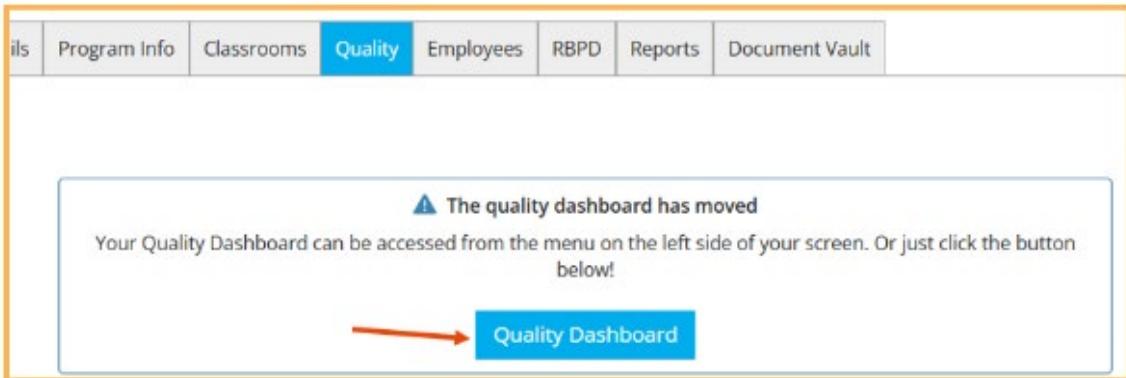


3. Navigate and click on the **Quality tab**. This will take you the **Quality Dashboard**.



4. To view the **Quality Dashboard** you can either:
 - a. Click on the **Quality Dashboard** button

Parent Aware - Online Resubmission Process



The screenshot shows a navigation bar with tabs: 'Program Info', 'Classrooms', 'Quality' (which is highlighted in blue), 'Employees', 'RBPD', 'Reports', and 'Document Vault'. Below the navigation bar, a message box contains the text: '⚠ The quality dashboard has moved. Your Quality Dashboard can be accessed from the menu on the left side of your screen. Or just click the button below!'. An orange arrow points to a blue button labeled 'Quality Dashboard'.

- b. Navigate to the left-hand navigation and select the three lines. Select the **Quality Overview**.



5. Navigate to the **Case History** button. This will display a list of all your cases.



6. Choose the most recent **Full Rating Case**. The **Case Status** will show as **Incomplete**.



The screenshot shows a case detail page with the following information: Case ID #45466, Case Name Parent Aware, Applied 10/05/2024 / Updated 11/04/2025 / Status Incomplete. A red arrow points to the 'Status Incomplete' text. There is a 'Case Details' button in the top right corner.

7. Click on **Case Details** button.

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Case Details

8. Click on the **Quality Documentation Portfolio** button.

Case ID #45466
Parent Aware

Case Status **Incomplete** ⓘ

Applied 10/05/2024 / Star-Level goal Four Stars
Pathway Full-Rating Pathway / Cohort July 2025 / Submission Deadline 09/30/2025

Quality Documentation Portfolio
Review Application
Participant Agreement

9. The **Quality Documentation Portfolio** page will display. Only the QDP section(s) or Categories that have Incomplete Indicators will be displayed. To review the Indicator/s for a this section, click on the **Review** button.

★ Quality Documentation Portfolio

Parent Aware

⚠ Incomplete Documentation Portfolio

The Documentation Portfolio for your organization has been reviewed and one or more items have been marked as incomplete. Please review with your Parent Aware Quality Coach before Re-submitting for Rating. You only have one opportunity to Re-Submit for Incomplete Indicators.

Section	Action Required	Review
Teaching and Relationships with Children	⚠ action required	Review

Re-Submit for Rating

10. Review the Indicator/s that are marked **Incomplete**. For each **Incomplete Indicator**, take the following steps:

- a. Read the Incomplete Indicator feedback notes located in the **Action Required** textbox.

✓ Action Required

- b. Upload evidence, if necessary (See Parent Aware - Uploading documents to Indicators)

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Evidence

I will provide this evidence by mail.

[+Add Files](#)

c. Add an explanation of evidence, if necessary, in the **Evidence Notes** box.

Evidence Notes

There are my evidence notes for this indicator.

NOTE: You can save and come back to the QDP at any time. If you are not able to complete the Indicator, you can come back and finish it later. Be sure to select the **Save**, or your updates will be lost.

Click **Yes**, to continue working or **No**, to exit and come back later.



Changes Saved

Do you want to continue working on this category now? You may return back to the QDP at anytime.

[No](#) [Yes](#)

11. When all Indicators have been reviewed and completed, click on **Re-Submit for Rating** button.

Remember: Indicators are grouped by Category, not Star Level.

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★ Quality Documentation Portfolio

Parent Aware

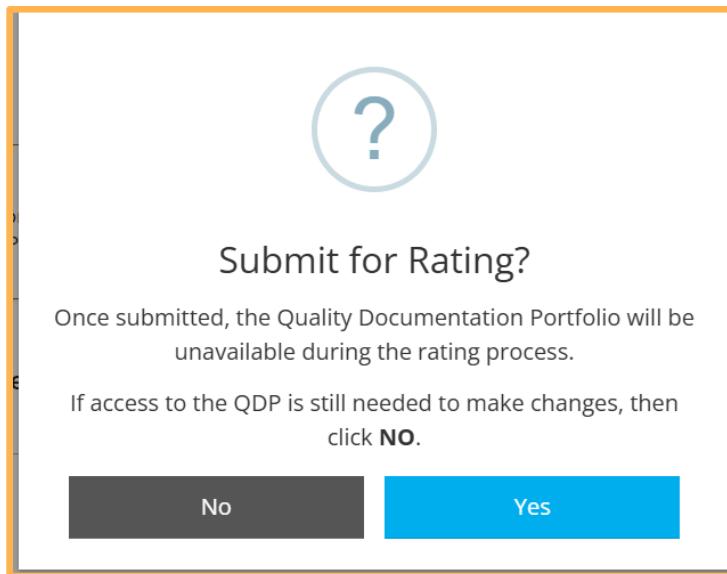
Incomplete Documentation Portfolio

The Documentation Portfolio for your organization has been reviewed and one or more items have been marked as incomplete. Please review with your Parent Aware Quality Coach before Re-submitting for Rating. You only have one opportunity to Re-Submit for Incomplete Indicators.

Teaching and Relationships with Children completed [Review](#)

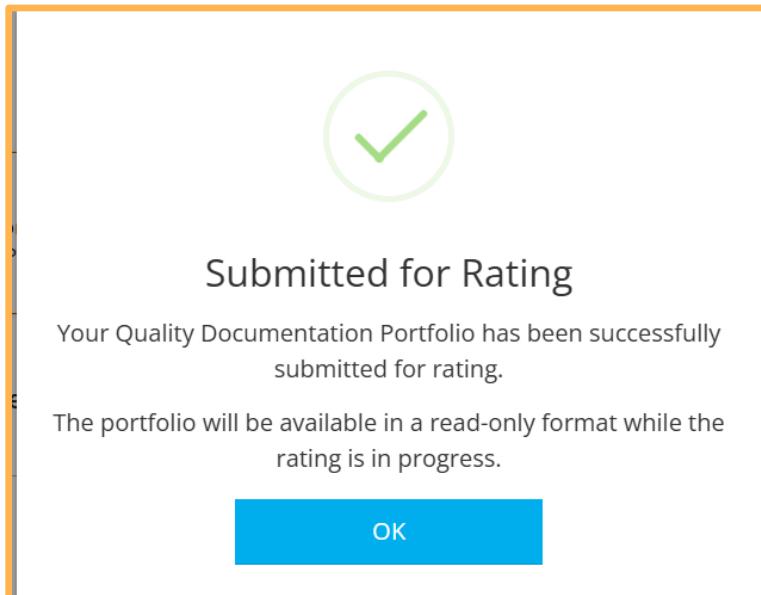
[Re-Submit for Rating](#)

12. A message will display asking if you are ready to **Submit for Rating**. If access to the QDP is still needed to make changes, click **No**. If ready, click **Yes**.

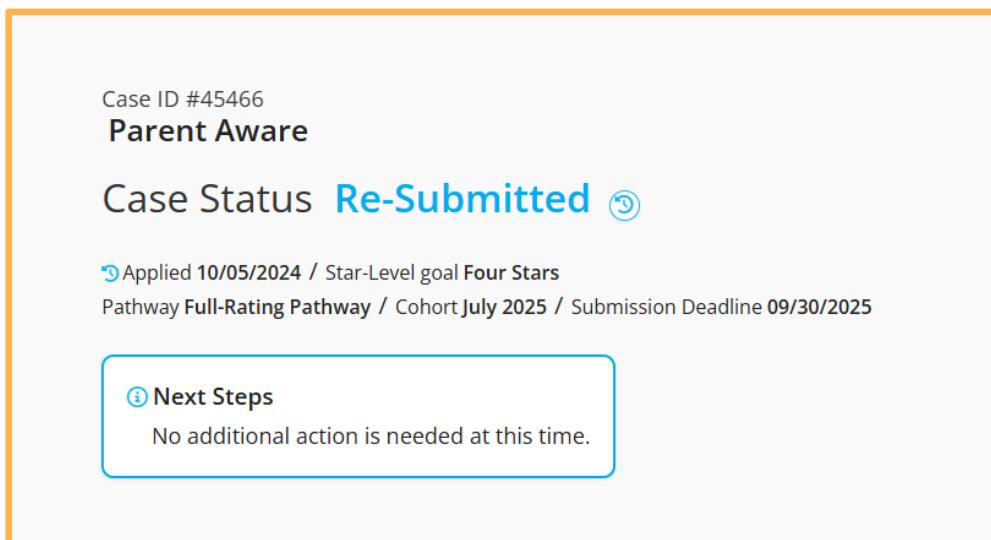


13. When you click Yes, another message will display stating that your QDP has been successfully submitted for Rating. The QDP will be available as read-only while the Rating is in progress. Click, **OK** to return to the **Rating Case Detail** page.

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14. You will see that the case status is now Re-submitted.



15. If you want to review the submitted QDP, click on the **Quality Documentation Portfolio** button.

