

### PARENT AWARE – ONLINE QDP RESUBMISSION PROCESS

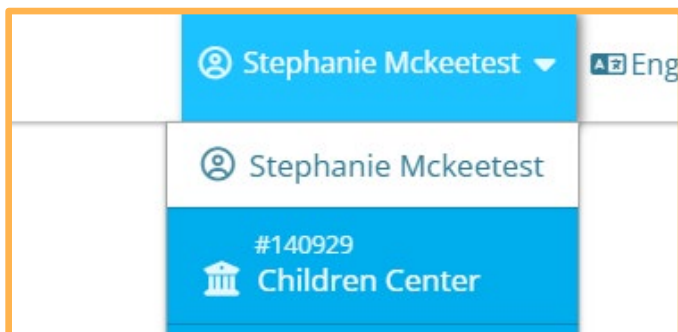
After the initial review of your Quality Documentation Portfolio (QDP) has been completed, there may be Indicators marked **Incomplete**. The Parent Aware case will be put into **Incomplete Status**.

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.

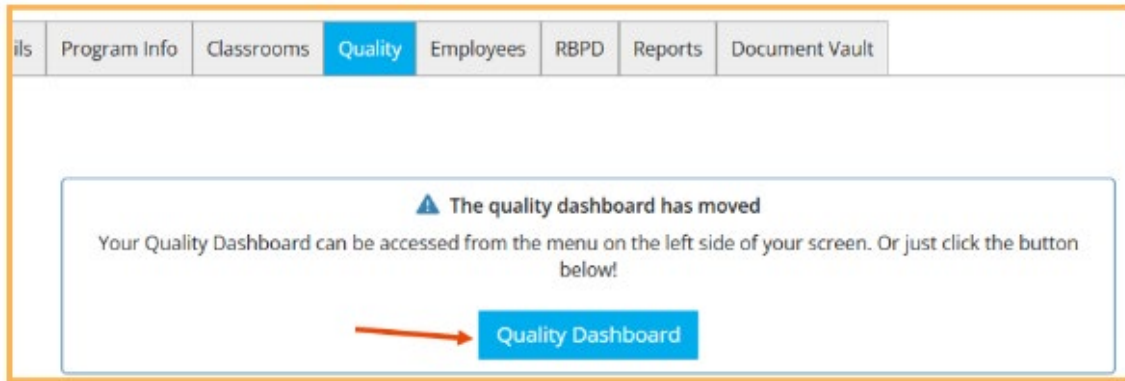


3. Navigate and click on the **Quality tab**. This will take you the **Quality Dashboard**.



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

## Parent Aware - Online Resubmission Process



- 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**.



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.

Teaching and Relationships with Children **⚠ action required** [Review](#)

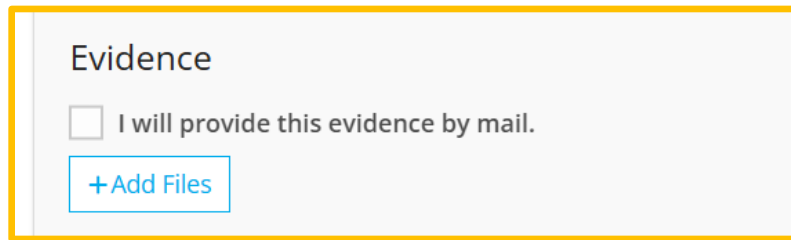
Re-Submit for Rating

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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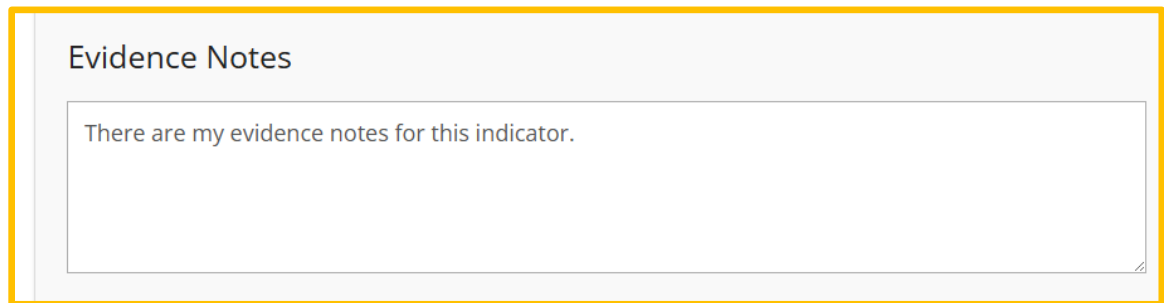
A light gray rectangular box with a yellow border. At the top, the word "Evidence" is displayed. Below it is a checkbox followed by the text "I will provide this evidence by mail." At the bottom, there is a blue button with a white plus sign and the text "+ Add Files".

Evidence

☐ I will provide this evidence by mail.

[+ Add Files](#)

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

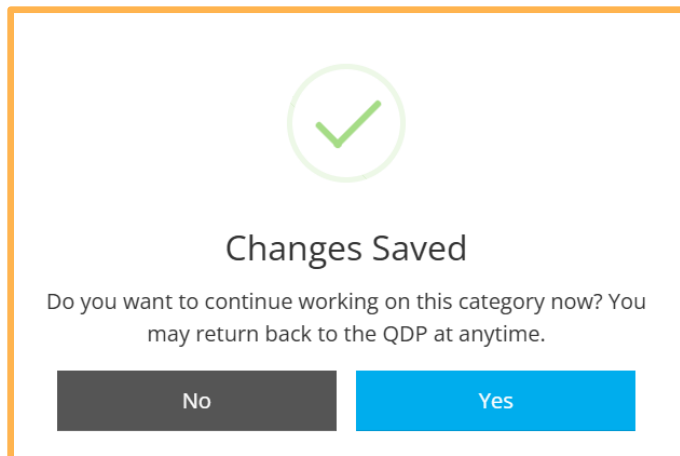
A light gray rectangular box with a yellow border. At the top, the text "Evidence Notes" is displayed. Below it is a large white text area with a thin gray border. Inside the text area, the placeholder text "There are my evidence notes for this indicator." is visible. A small pencil icon is located at the bottom right corner of the text area.


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.

A white rectangular dialog box with a yellow border. At the top center is a green checkmark inside a light green circle. Below this, the text "Changes Saved" is centered. Underneath is a question: "Do you want to continue working on this category now? You may return back to the QDP at anytime." At the bottom are two buttons: a dark gray button labeled "No" and a blue button labeled "Yes".



**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.

## Parent Aware - Online Resubmission Process

★ Quality Documentation Portfolio

Close



 **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**.



### Submit for Rating?

Once submitted, the Quality Documentation Portfolio will be unavailable during the rating process.

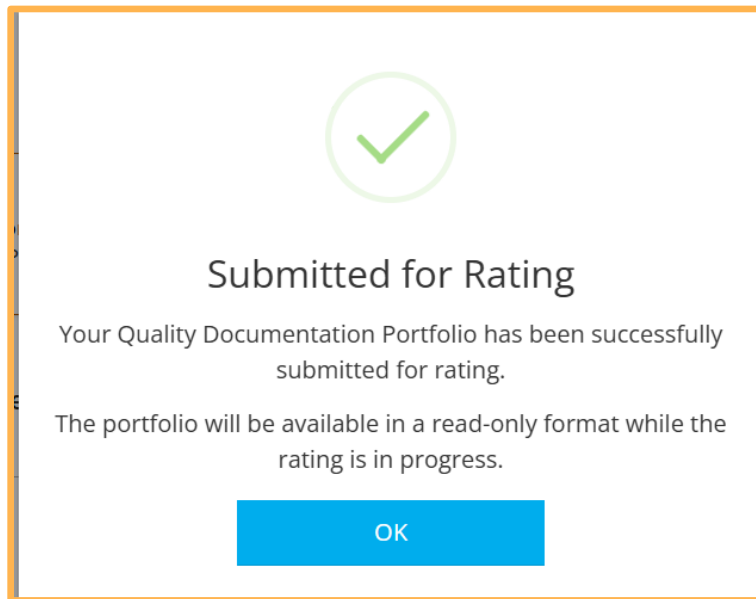
If access to the QDP is still needed to make changes, then click **NO**.

No

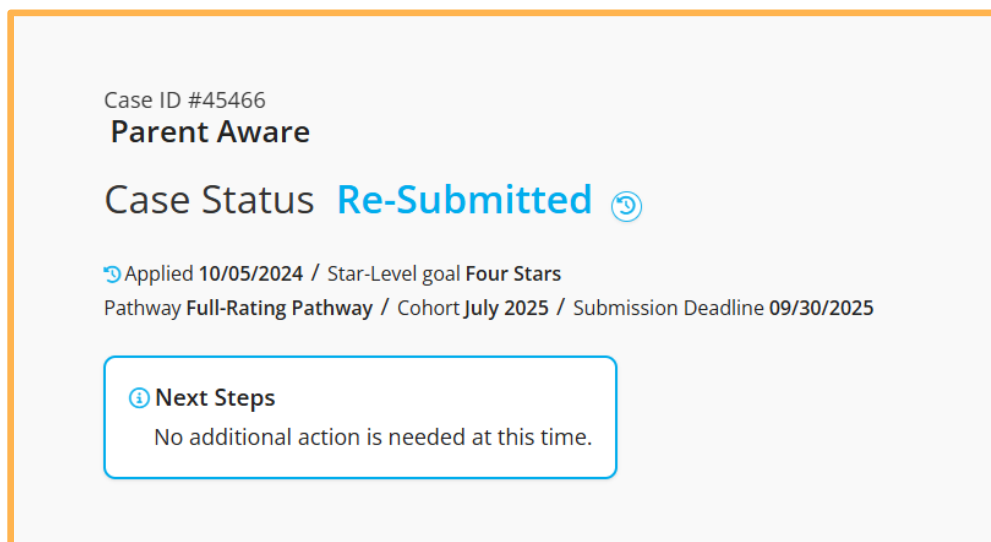
Yes

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.

## Parent Aware - Online Resubmission Process



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.

