develop

The Minnesota Quality Improvement & Registry Tool

Parent Aware – QDP Online Entry and Submission Process

Follow the directions below to complete the Quality Documentation Portfolio (QDP) for online submission.
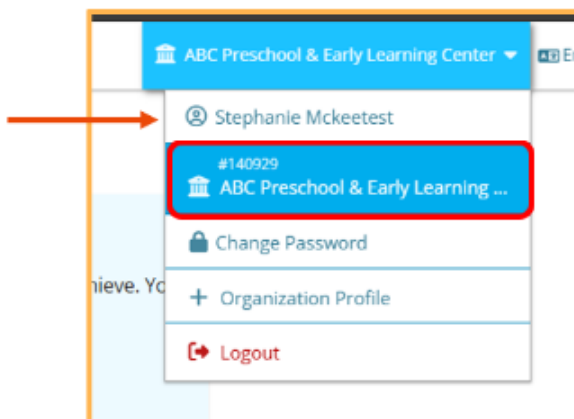
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HOW TO GET TO THE QDP

1. Login to <u>Develop</u> with your email address and password to access your Individual Profile.

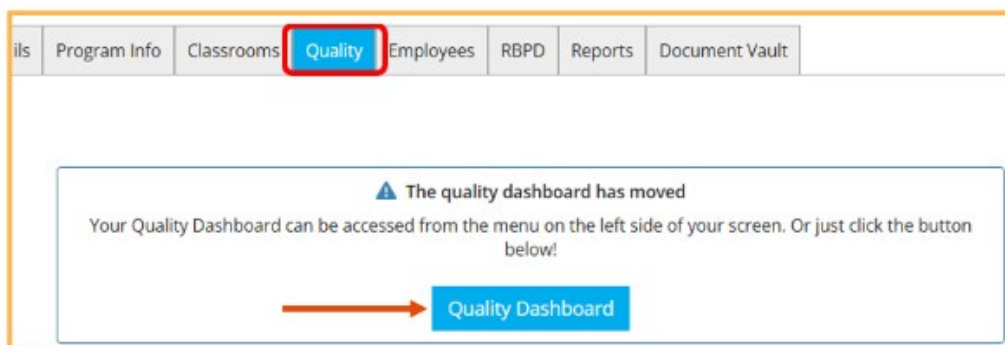2. Choose your **Organization** from the drop-down menu under your name.
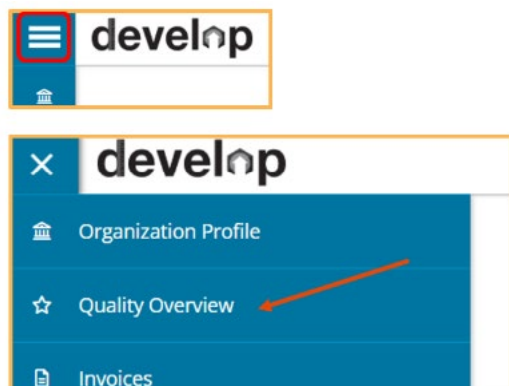

3. Click on the **Quality tab**.

To view the Quality Dashboard:

a. Click on the **Quality Dashboard** button

b. Navigate to the left-hand navigation and select the three lines. Select the **Quality Overview**.
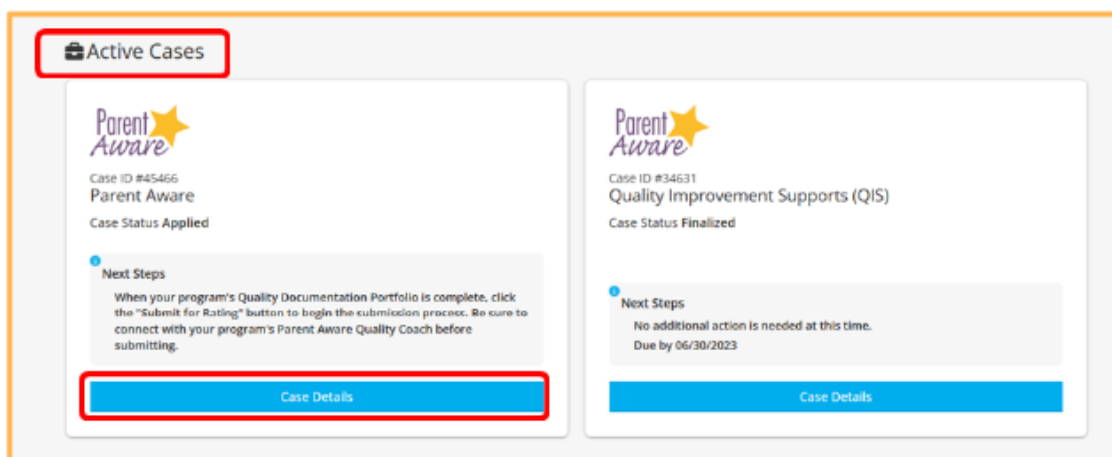
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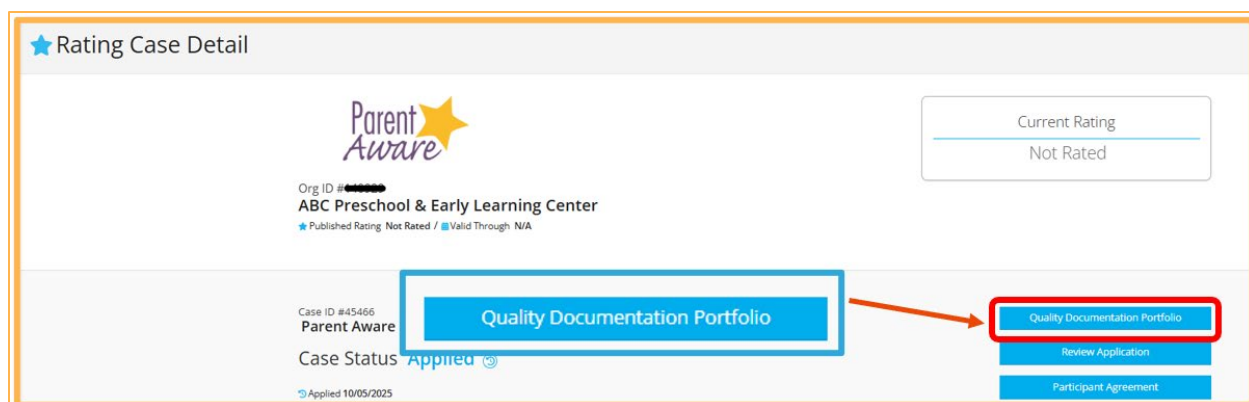4. View your active cases and other existing cases in two ways:

    a. View 1:

        i. Locate your current **Parent Aware Rating** case by going to the current **Active Cases** section. This will display your recent cases. Click on the **Case Details** button of the current Parent Aware case to view the case details.
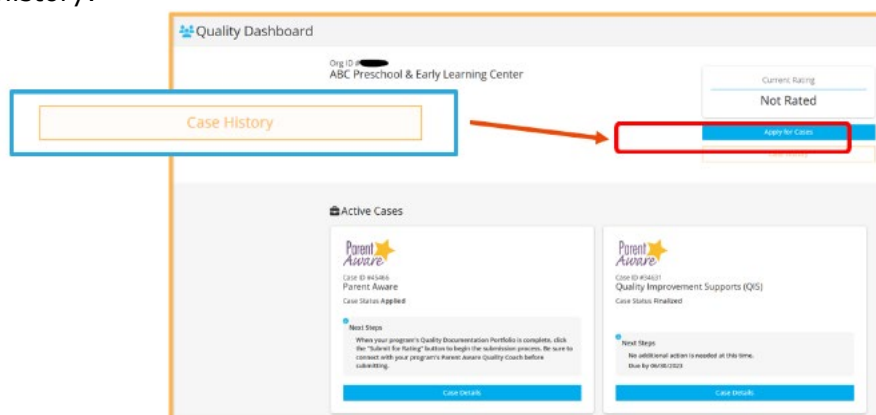

        ii. Click on the **Quality Documentation Portfolio** button located on the Rating Case Detail page.

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 b. View 2:

  i. Click on the **Case History** button. This will display your complete case history.

  ii. Click on the **Quality Documentation Portfolio** button located on the Rating Case Detail page.

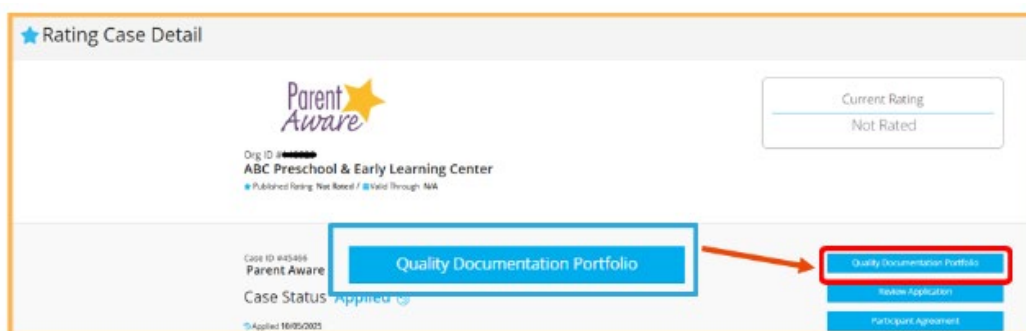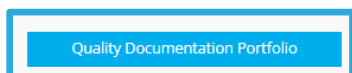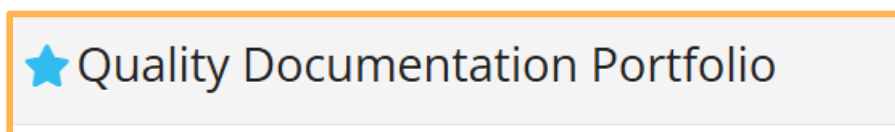# Parent Aware – QDP Online Entry and Submission Process

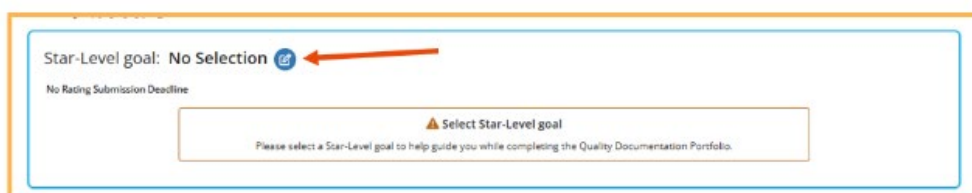## INSTRUCTIONS FOR COMPLETING AND SUBMITTING THE QDP

SELECT STAR-LEVEL GOAL

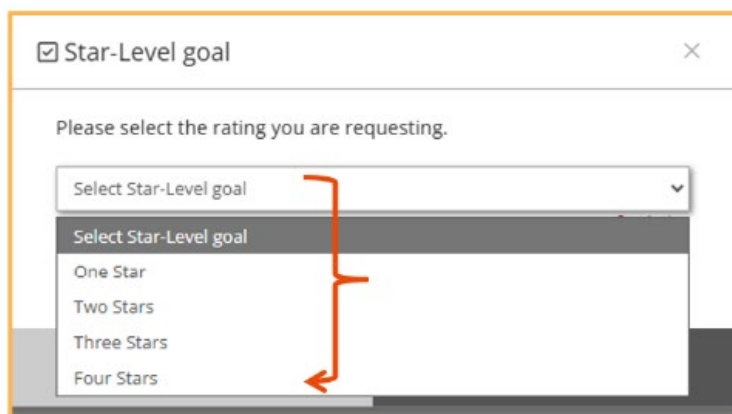1. Click on the **Quality Documentation Portfolio** button.

   > Quality Documentation Portfolio

2. Displayed is the **Quality Documentation Portfolio** page.

   > ⭐ Quality Documentation Portfolio

3. Click the **Star-Level goal** edit button to select the Rating you are requesting. The Star-Level goal selected will impact which indicators are required for submission. Indicator categories may be added or removed based on your selection.
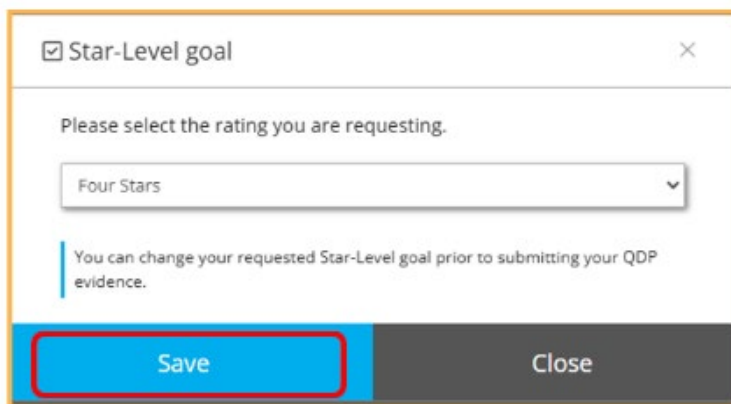
   > Star-Level goal: No Selection 🖉 ◀
   >
   > No Rating Submission Deadline
   >
   > ⚠ Select Star-Level goal
   > Please select a Star-Level goal to help guide you while completing the Quality Documentation Portfolio.

4. Select the desired Star-Level goal from the drop-down list and click **Save**.
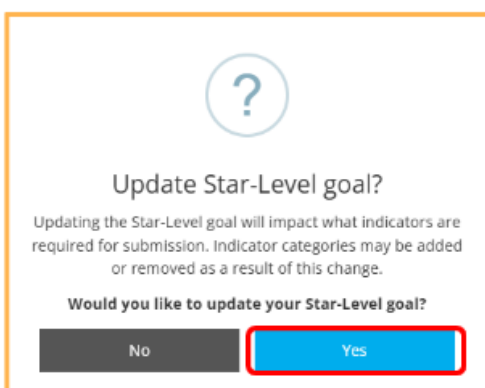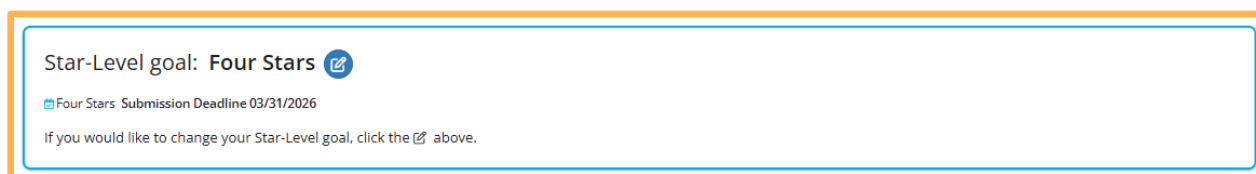
   > ☑ Star-Level goal ✕
   >
   > Please select the rating you are requesting.
   >
   > Select Star-Level goal ⌄
   >
   > Select Star-Level goal
   > One Star
   > Two Stars
   > Three Stars
   > Four Stars

5.

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6. Click **Yes** to update your Star-Level goal.

7. Your selected Star-Level goal will be displayed. You have the option to change your requested Star-Level goal prior to submitting your QDP evidence.

QDP ENTRY INSTRUCTIONS

From this page you can:

- Review and complete the sections in any order.

- Save any section and come back at later.

See the section Return to a saved QDP for more information about that step.
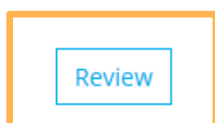
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QDP KEYS

- To review a specific section or Category of the QDP, click on the **Review** button.

- If a section is not completed it will display "**!Action required**"
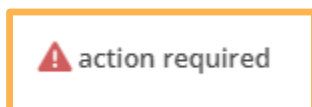
- If a section is completed it will display **Confirmed**.

QDP SECTIONS AND CATEGORIES

Review each QDP Section or Category in any order you choose and save the information. The QDP Indicators are displayed based on the Star-Level goal that is selected. **Indicators are grouped by Category versus Star Level.** All sections of the QDP must be reviewed and completed to submit.

For each Indicator, take the following steps:

- Read the instructions

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- Check all appropriate boxes

- Upload evidence, if necessary and available (See instructions for How to Upload Indicator Documents).

- Add text explanation of evidence, if necessary.

NOTE: The sections shown in the example screen shots below use the Full-rating Pathway as an example.

COMPLETING AND SUBMITTING THE QDP

Category example used: Teaching and Relationships with Children section.

1. Click on the **Review** button.

2. Read the instructions for each Indicator and take the following steps:

   a. Check all appropriate boxes for your program's evidence.

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T1.1 – **Routines:** Program uses consistent routines to support children.

Submit: One daily routine for each age group served. Each daily routine must identify age group. A separate daily routine must be submitted for each age group served.

Age groups for Parent Aware:

For Child Care Centers

- Infant (6 weeks to 15 months)
- Toddler (16 to 32 months)
- Preschool (33 months to first day of kindergarten)

For Family Child Care Programs

- Infant/Toddler (6 weeks to 23 months)
- Preschool (24 months to first day of kindergarten)

Check the boxes below to confirm that your documentation meets the following criteria:
- ☑ I have submitted one separate daily routine for each age group my program serves.
- ☑ The age group for each routine is clearly identified on my documentation.

Check the appropriate boxes in this Indicator.

b. Upload any evidence, if necessary and available. If evidence is required, the **Documents are required box** will be highlighted brown.

Evidence

☐ I will provide this evidence by mail.

+Add Files

⚠ Documents are required.
Please click the "Add Files" button to upload documents.

The following file types are accepted:
.doc, .docx, .xls, .xlsx, .pdf, .rtf, .ppt, .pptx, .jpeg, .jpg, .bmp, .gif, .png, .pub, .tiff, .tif, .odt

There are two options:

i. Upload the evidence by clicking on the **+Add files** button, OR

Evidence

☐ I will provide this evidence by mail.

+Add Files

📄 Test 3.docx
🕒 Size 39.14 KB

When required documentation has been uploaded, the brown highlight around the "**No documents have been added**" box no longer displays.

The following file types are accepted:
.doc, .docx, .xls, .xlsx, .pdf, .rtf, .ppt, .pptx, .jpeg, .jpg, .bmp, .gif, .png, .pub, .tiff, .tif, .odt

ii. Click on the **I will provide evidence by mail** button.

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Evidence

☑ I will provide this evidence by mail.

+ Add Files

ⓘ No documents have been added.

Click the "Add Files" button to upload documents.

The following file types are accepted:
.doc, .docx, .xls, .xlsx, .pdf, .rtf, .ppt, .pptx, .jpeg, .jpg, .bmp, .gif, .png, .pub, .tiff, .tif, .odt

If the "**I will provide this evidence by mail**" button is checked the brown highlight around the "**No documents have been added**" box no longer displays and now is blue.

NOTE: If evidence is required and the program does not upload evidence or select the checkbox, the QDP section will save, but it that Category will display an "action required".

All sections of the Quality Documentation Portfolio must be reviewed and completed in order to submit for rating.

Basic Requirements

⚠ action required   Review

Teaching and Relationships with Children

As an example, Indicator T1.2 was not completed in the Teaching and Relationship with Children section.

⚠ action required   Review

Relationships with Families

Click on **Review** button to complete the Indicator.

Review

T1.2 – **Lesson plans:** Program uses lesson plans aligned with ECIP domains.

Submit: One lesson plan for each age group served. A lesson plan may include multiple age groups served, but must show intentional planning that includes **specific, age-appropriate activities** for each age group served.

OPTIONS:

Option A: A lesson plan template created by the publisher of an aligned curriculum tool that includes the printed name of the tool.

OR

Option B: Each lesson plan must be labeled with at least three age-appropriate/specific ECIP domains. One of the three ECIP domains must be Physical and Movement Development.

Age groups for Parent Aware:

For Child Care Centers

- Infant (6 weeks to 15 months)
- Toddler (16 to 32 months)
- Preschool (33 months to first day of kindergarten)

For Family Child Care Programs
- Infant/Toddler (6 weeks to 23 months)
- Preschool (24 months to first day of kindergarten)

Check the boxes below to confirm that your documentation meets the following criteria:
- [ ] I prefer to opt-out of this Indicator.
- [x] I have submitted one lesson plan for each age group my program serves.
- [ ] The age group for each lesson plan is clearly identified on my documentation.

Option A:
- [x] The lesson plan submitted is created by the publisher of an aligned curriculum tool and includes the printed name of the tool.
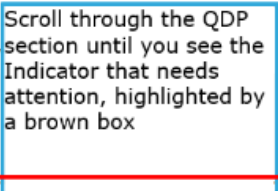
Option B:
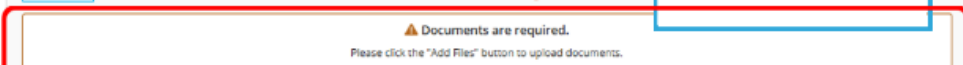- [ ] The lesson plan submitted is labeled with at least three age-appropriate/specific ECIP domains.
- [ ] One of the three age-appropriate/specific ECIP domains labeled on the submitted lesson plan is Physical and Mo...

Evidence

- [ ] I will provide this evidence by mail.

+ Add Files

⚠ Documents are required.
Please click the "Add Files" button to upload documents.

> Scroll through the QDP section until you see the Indicator that needs attention, highlighted by a brown box

c. Add an evidence note, if necessary. The Evidence Notes box can be used to provide an explanation or clarification for the evidence that you submitted for the Indicator. Evidence itself cannot be entered into the text box to fulfill the Indicator requirements.

Evidence Notes

There are my evidence notes for this indicator.

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A program can opt out of an Indicator that is required. A warning message will pop up that asks you to confirm you want to opt out.
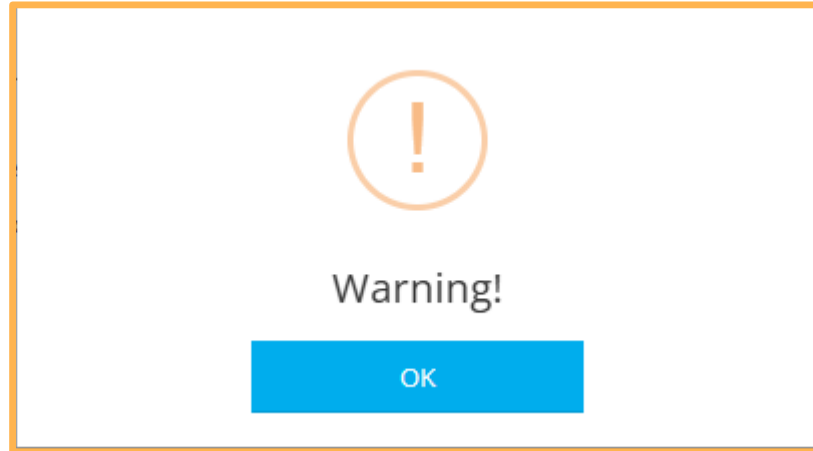

3. Click on the **Save** button at the bottom of the page at any time to save your progress **or** when completed with the section. It is recommended to save progress throughout the submission process.
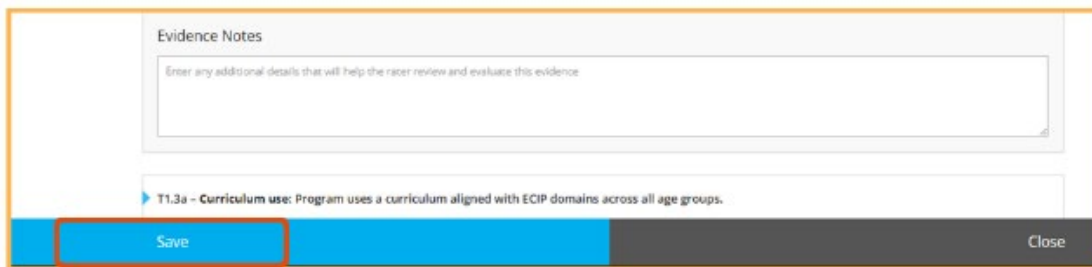
4. A pop-up window will ask you to select an action after saving. Click **No** to return to the main Quality Documentation Page. Click **Yes** to continue working on the current Category.

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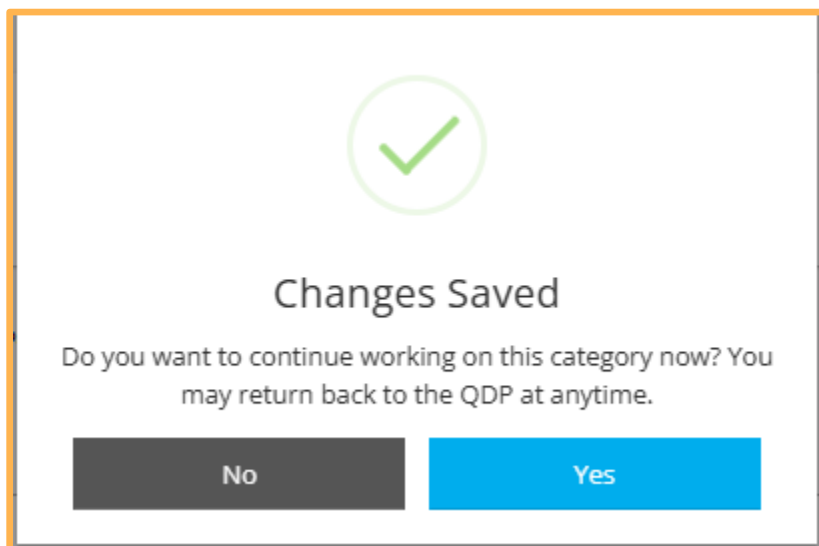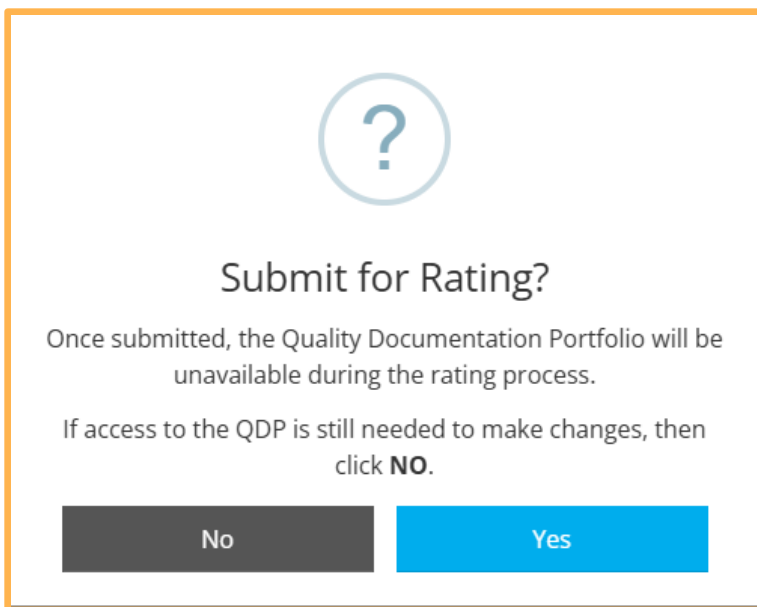
5. When all QDP sections are completed, the Submit for Rating button will turn blue. Click on the **Submit for Rating** button when you have reviewed your QDP and are ready to submit.

6. Select **Yes** to submit the Quality Documentation Portfolio. Click **No** if changes still need to be made before submission. Once the QDP is submitted you will not have access to make changes.

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7. **Important**: A program can access, work on, and save progress in their Quality Documentation Portfolio prior to the start of a cohort, but the QDP **cannot** be submitted until the cohort begins. A warning message will display if a QDP is submitted early.

RETURN TO A SAVED QDP

A program may return to continue or complete their saved Quality Documentation Portfolio at any time prior to submission.

Follow steps #1-4 of How to get to the QDP section of this document.