

Portfolio and Pre-Observation Submission Guide

Small Child Care Learning Center – 18 or Less Children (ITERS/ECERS)

This submission guide was created to assist you in completing the pre-observation information that is required to be submitted prior to acceptance of the portfolio. This information is for a small center with a capacity of 18 children or less operating with more than one classroom. For a typical day, the majority of the time children are divided into two or more classrooms with separate teachers and schedules.

CLASSROOM INFORMATION IN PORTFOLIO

When creating your portfolio you identify the classrooms in your program. If you created your portfolio prior to August 9th 2017, you will need to go back to the Classroom Information Tab and respond to a new question about how your program is configured, in order to be able to submit your portfolio.

- In Standard 1, click on the Classroom Information Tab

Portfolio Status: In Progress

← BACK VIEW PORTFOLIO VIEW HISTORY SUBMIT PORTFOLIO

Standard 1

- ✓ Staff Qualifications
- ✓ Classroom Information
- ✓ Teacher Class Assignment
- ✓ Professional Learning Plan
- ✓ National Accreditations

Standard 2

Standard 3

Standard 4

Standard 5

STANDARD 1 - CLASSROOM INFORMATION ?

How is your program configured?

One caregiving space with mixed ages combined. (FCCERS scale will be used for observation)

More than one classroom for different ages with separate teachers and schedules. (ITERS and/or ECERS scales will be used for observations)

To complete this section, each of your classrooms must be added to the system.

If there are children of mixed ages in a classroom, use the youngest age when selecting the Age Group for the classroom.

+ ADD NEW CLASSROOM

Decide which setting best describes your program.

- Use the **"ADD NEW CLASSROOM"** button to enter each classroom separately filling out all information required.

+ ADD NEW CLASSROOM

Edit	Classroom Name	Age Group	# Teachers	# Students Enrolled	Highest Ratio During the day	Lowest Ratio During the day	Delete
	Teddy Bears	Toddler	1	5	1:5	1:1	
	Lion Cubs	Twos	2	10	2:10	1:1	

- Before selecting the **"Submit Portfolio"** button, please go back and review your classroom information and teacher class assignments to make sure they are up-to-date and current. This information will carry over to the Pre-Observation Information Form and will reduce the amount of time needed to complete your pre-observation screens during the submission process

STANDARD 1 - TEACHER ASSIGNMENTS ?

Before you can complete this section, you must first complete the Teacher Qualifications and CI sections. In this section, you will enter your teacher classroom assignments and the teacher's schedule. You will see a list of the classrooms that you entered in the Classroom section. A family child care learn one classroom listed (In Home).

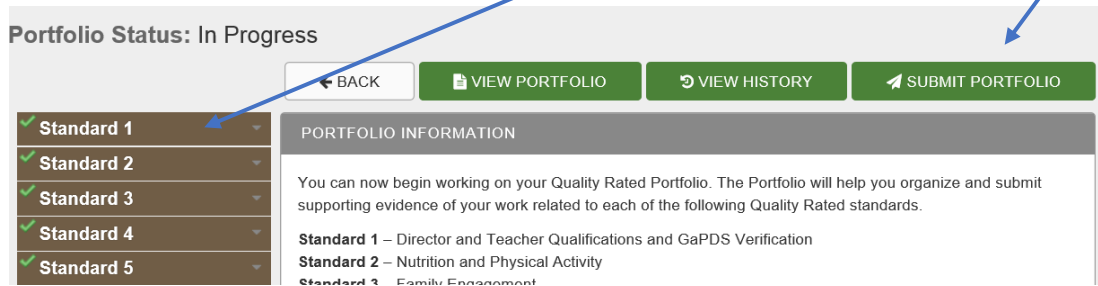
	Classroom Name	Age Group	High R			
-	Infants	Infant	2:5			
Edit	Teacher Name	Day of Week	Start Time	End Time	Delete	
	Babe Ruth	Monday	6:30AM	6:30PM		
	Babe Ruth	Tuesday	6:30AM	6:30PM		

Continue to complete all other information in Standards 1-5 until a green check mark appears next to each.

NOTES:

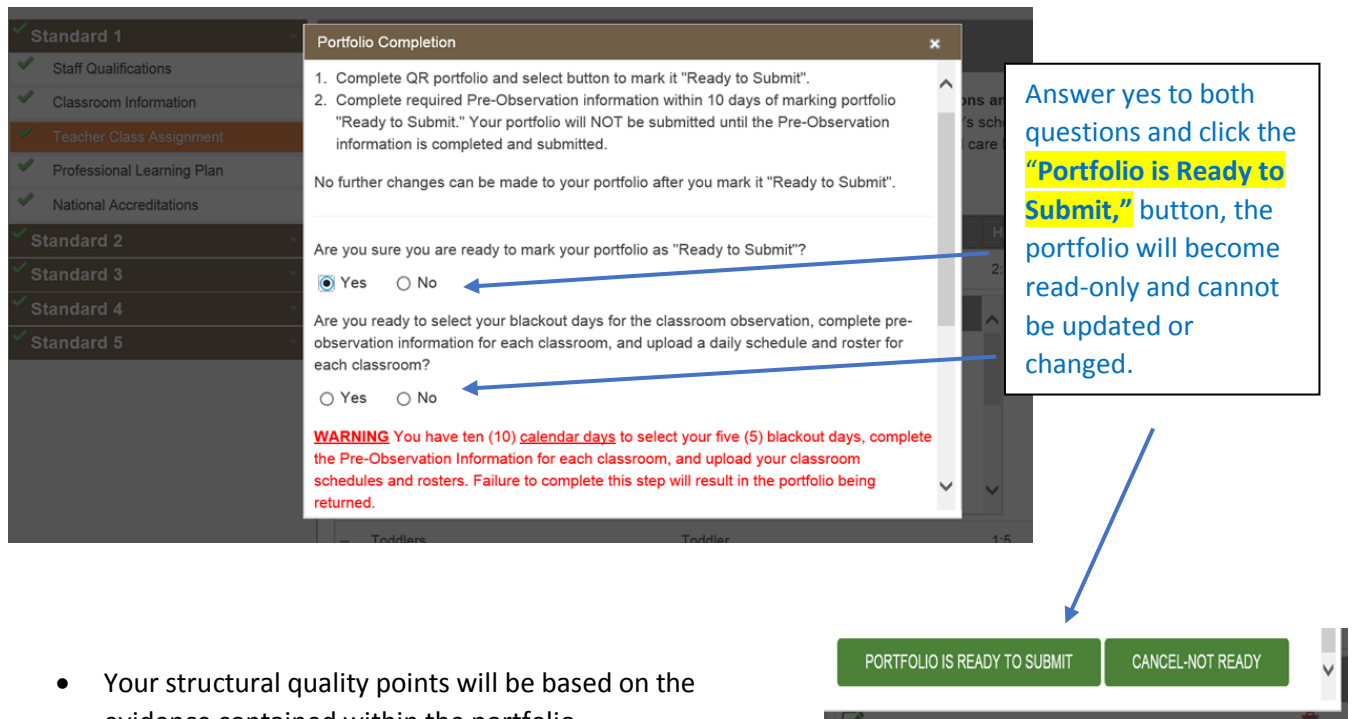
PORTFOLIO COMPLETION SCREENS

When all standards are complete, as indicated by the green check marks, the **“Submit Portfolio”** button is enabled.



IMPORTANT: Please remember to go back and review your Classroom Information and Teacher Class Assignment Tabs in Standard 1 to make sure they are up-to-date and current, as these will carry over to the Pre-Observation Information Form section.

- When you select the **“Submit Portfolio”** button, a notification box will appear, please take the time to read the directions and indicate your readiness to submit your portfolio by checking the two boxes “yes”.



- Your structural quality points will be based on the evidence contained within the portfolio.
- Only teachers who are included in the portfolio will be eligible for any cash bonus based on your star rating. If a new teacher joins your program within the 10 day window after the “Portfolio is Ready to Submit” button has been selected, they can be added to your pre-observation information screens during the next step of your submission process. However, they cannot be

added into the portfolio and so will not be eligible for any bonus until your next re-rating, even if their classroom is observed during the on-site assessment.

- Please take note of the following guidance if your portfolio type is a Required Reassessment or a Request for Reassessment:
 - If this is a **Required Reassessment Portfolio** and you do not complete the steps within the 10 calendar days your rating will expire if the portfolio is returned and your star rating expiration date has passed. At this point your portfolio will revert to a Reapplication Portfolio. If your rating expiration date has not passed, your portfolio will be returned and you can re-submit it prior to the expiration date.
 - If this is a **Request for Reassessment Portfolio** and you do not complete the steps within the 10 calendar days and your anniversary date has passed, you will receive an automatic check-in and not be eligible for a reassessment until your next anniversary. If your rating anniversary date has not passed your portfolio will be returned and you can re-submit it prior to the anniversary date.
- When you are ready to complete the submission process click the **“Portfolio is Ready to Submit,”** button at the bottom of the notification window.

NOTES:

FACILITY INFORMATION HOME SCREEN

When the **“Portfolio is Ready to Submit”** button is selected you will return to your facility home screen. As indicated on this page, **you will have up to 10 calendar days in which to complete the pre-observation information screens and upload your classroom schedules and rosters.** The 10 days begin counting down the day **after** you select the “Portfolio if Ready to Submit” button. The day that you select the “Portfolio if Ready to Submit” button the counter is set to 11 days.

You Have 11 Days Left to Complete Your Pre-Observation Information (Last Day: 8/15/2017)

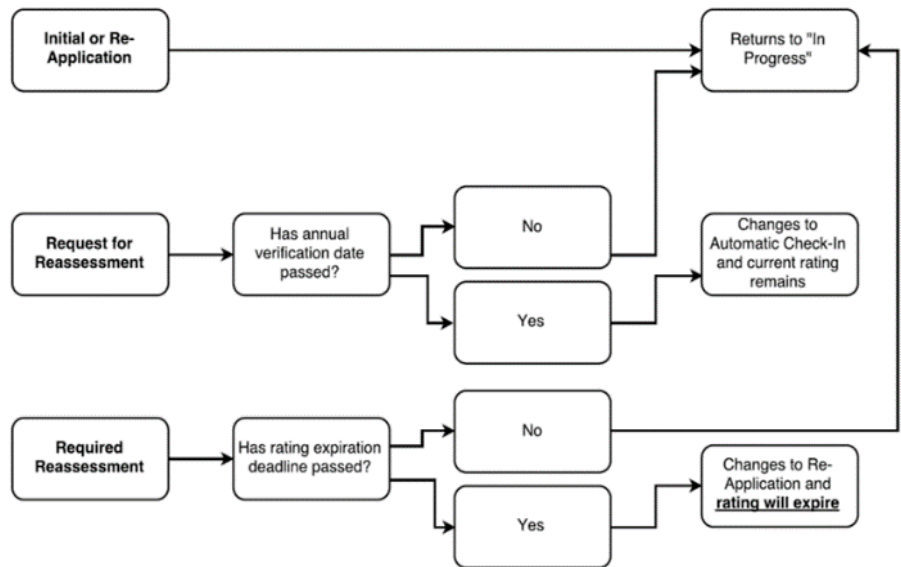
Application Type	Application	Portfolio	Pre-Observation Form	Incentives	Scoring
Required Reassessment	Status: Approved Submitted	Status: Ready to Submit	Status: In Progress		

Note: Red text box on the right explains that the outcome varies based on application type and that the date 8/15/2017 is the absolute last day to submit forms, schedules, and rosters.

The Portfolio Status will read “Ready to Submit” until all the Pre-Observation Information is complete.

Click on the folder in the Pre-Observation Form column to enter the information for each classroom.

For important information about the 10-day deadline and how missing it could impact a program’s current rating, please refer to the full-page Impact Flowchart. The handout can be found under the Training link at the bottom of any Quality Rated screen on the QR website.



- Click on the **folder in the “Pre-Observation Form”** column to continue with the submission process

PRE-OBSERVATION FORM

When you click on the **folder for the "Pre-Observation Form"** the next screen contains important information that should be reviewed carefully before proceeding. Having the requested information on hand before beginning the steps to complete the pre-observation information screens will speed up the submission process.

Pre-Observation Form Status: In Progress ← BACK ↗ SUBMIT PRE-OBSERVATION FORM

Pre-Observation Form

- Blackout Days
- Classroom Details

PRE-OBSERVATION INFORMATION

To ensure the timely scheduling and completion of your program's observation it is necessary that the most up-to-date information about your program be shared with the Assessor(s). The screens in this section allow you to submit the most current information about each and every room, allowing our system to automatically complete the random classroom selection (if applicable) and notify the assigned Assessor(s) of the details they need to know in order to immediately schedule the observation subject to their next available opening.

BLACKOUT DAYS

Clicking on the Blackout Days Tab will allow you to select up to 5 blackout days on a calendar interface. Blackout days are those days when your program is open, but you are not operating your typical schedule and so the Assessor(s) would be unlikely to see a "normal" day if they came then. These could include days such as parent/family conferences, photo day, holiday celebration, field trip, or some other unique event.

CLASSROOM DETAILS

Clicking on the Classroom Details Tab will allow you to enter all the required information for each classroom which will speed up the process on the day of the observation. The Assessor(s) will have all the information they need to be able to get started with the observation as soon as they enter your facility, this eliminates the need for a director or administrator to be present at the beginning of an observation period. Information you will be

Be sure to have all requested information on hand **BEFORE** completing these screens.

- From this screen you will be able to click on the tabs that will take you to the screens where you can enter your blackout days and classroom details.

← BACK ↗ SUBMIT PRE-OBSERVATION FORM

Notice that the **"Submit Pre-Observation Information"** button is not active and cannot be selected at this time.

- Click on the **"Blackout Days"** Tab to continue with the submission process.

NOTES:

BLACKOUT DAYS

When you click on the **“Blackout Days”** Tab, a screen appears that contains important information that should be reviewed carefully before proceeding. The screen also shows a calendar interface where you can select your blackout days. The calendar is a reflection of the full 90-day window in which the observation can be conducted.

Pre-Observation Form

Blackout Days

Classroom Details

BLACKOUT DAYS

The monthly calendars below show the 90-day period during which your ERS observation(s) will occur. Use the calendars to select your 5 blackout days. Blackout days are days when your program is open, but a typical schedule is unlikely to be seen due to a planned special event. This could include activities such as photo day, family conferences, special party or event around a holiday such as egg hunt, etc. Days that assessors will not conduct observations due to state holidays or other events are already grayed out and do not need to be selected.

The days shaded in green are the days when an observation may occur. Click on each date in green that you would like to select as a blackout day. The selected day will change to red. Click on the day again to unselect it. If you do not want to select any blackout days, please check the box below.

I do not want to select any blackout days

Note: Maximum of five blackout days can be selected

Portfolio Completed Date: 8/4/2017 3:41:28 PM

August 2017							September 2017							October 2017							November 2017						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5	27	28	29	30	31	1	2	24	25	26	27	28	29	30	29	30	31	1	2	3	
6	7	8	9	10	11	12	3	4	5	6	7	8	9	1	2	3	4	5	6	7	5	6	7	8	9	10	
13	14	15	16	17	18	19	10	11	12	13	14	15	16	8	9	10	11	12	13	14	12	13	14	15	16	17	
20	21	22	23	24	25	26	17	18	19	20	21	22	23	15	16	17	18	19	20	21	19	20	21	22	23	24	
27	28	29	30	31	1	2	24	25	26	27	28	29	30	22	23	24	25	26	27	28	26	27	28	29	30	1	
3	4	5	6	7	8	9	1	2	3	4	5	6	7	29	30	31	1	2	3	4	3	4	5	6	7	8	

Legend: Yellow - Portfolio Completed, Green - Open Date, Red - Blackout Day, Gray - Cannot Select, Dark Gray - State Holiday/Meeting

Please use the comment box below to inform the assessor team of any information regarding your program that would be necessary to know in order to schedule the observation. This includes important dates such as when your program is closed due to no children onsite, for example: summer closing dates, spring break (if children are not present), public school holidays that may affect your GA's Pre-K classrooms etc. It is also important to let the assessor team know when children typically arrive at your program to determine the best time to begin the observation.

GA Pre-K will not operate Sept 18-22

Check this box when you have identified your blackout days or indicated no blackout days will be chosen. Uncheck this box to make changes.

The **comment box** should include any additional dates the facility will be closed, information about classrooms that are not operating, or any other information that will be useful to the assessors.

- Inform the assessor team of any information regarding your program that would be necessary for them to know in order to quickly schedule the observation.
- Include important dates such as when your program may be closed due to no children on-site, for example: summer closing dates at Head Start program, spring break (if children are not present), public school holidays that may affect your GA's Pre-K classrooms etc.
- It is important to let the assessor team know when children typically arrive at your program so they can determine the best time to begin the observation. For example, even though your program may be open at 6:00 AM, most of the children in many of your classrooms do not arrive to begin their school day until 7:30 AM. You may combine children in one or more classroom until 8:00 AM with a different teacher or floater, at that time the children move to their regular room with their regular teacher.

You can save the information you have added to this screen by clicking the **“Save”** button. You can come back later and make changes if you wish.

Check this box when you have identified your blackout days or indicated no blackout days will be chosen. Uncheck this box to make changes.

SAVE

- Notice that **Saved successfully** will appear on the screen.



Saved successfully

Check this box when you have identified your blackout days or indicated no blackout days will be chosen. Uncheck this box to make changes.

SAVE

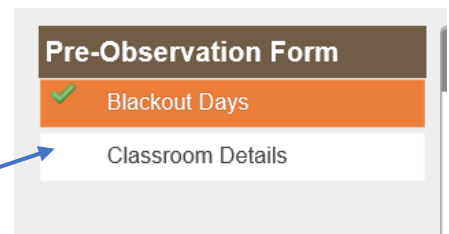
When you are satisfied with your responses you can check the box to indicate that you have completed this section.

Saved successfully

Check this box when you have identified your blackout days or indicated no blackout days will be chosen. Uncheck this box to make changes.

IMPORTANT: Once the portfolio and pre-observation information has been submitted to Quality Rated, you will not be able to change your blackout dates!

- Scroll back to the top of the screen. You will notice a **green** check mark ✓ next to the Blackout Days Tab, this indicates that you have completed the selection of your blackout days and are ready to continue with the submission process.
- Click on the **“Classroom Details”** Tab to continue the submission process.



CLASSROOM DETAIL SCREEN

When you click on the **“Classroom Details”** Tab, a screen appears that contains important information that should be reviewed carefully before proceeding. The screen also pre-populates the information and number of classrooms you entered in your portfolio for Standard 1: Classroom Information.

The screenshot shows the 'CLASSROOM DETAILS' section of a Pre-Observation Form. It includes a table with columns for Classroom Name, Age Group, ERS Scale, Pre-Obs Sheet, Upload Schedule/Roster, Translator Required, and Complete. Two classrooms are listed: 'Teddy Bears' (Toddler, ITERS) and 'Lion Cubs' (Three, ECERS). Annotations with arrows point to the '+' icons in the Pre-Obs Sheet column and the upload icons in the Upload Schedule/Roster column. A red box highlights that each classroom is listed separately. Other boxes explain the ERS Scale and provide a note about uploading the schedule and roster as a single document.

Each classroom will be listed separately





You will be able to see which Environment Rating Scale will be used to assess each classroom listed.

Select this icon to enter information for the Pre-Observation Sheet for **each** classroom. This information is used to notify the assessor team of the ages of the youngest and oldest children in the room, the time the room operates and other important information needed prior to their arrival.

Select this icon to upload your classroom schedule and roster.


PLEASE NOTE: the schedule AND roster MUST be uploaded as 1 document. If you need assistance with combining the schedule and the roster, please contact your local Resource & Referral Agency to have a consultant work with you on creating this combined document.

Classroom Name	Age Group	ERS Scale	Pre-Obs Sheet	Upload Schedule/Roster	Translator Required	Complete
Teddy Bears	Toddler	ITERS	+	Upload Icon	<input type="checkbox"/>	<input type="checkbox"/>
Lion Cubs	Three	ECERS	+	Upload Icon	<input type="checkbox"/>	<input type="checkbox"/>

- Each classroom is listed separately with an icon.  When you click on the icon it will open a pre-observation sheet for that classroom and you will be able to enter the required information.
- Another icon  will be showing. This icon takes you to the directions that allow you to upload your classroom schedule and roster. This icon will not yet be activated, as indicated by the pale color. After you have opened the pre-observation sheet for the classroom the upload icon will become active,  as indicated by the darker color. You will now be able to upload your classroom schedule and roster.
- Click  to enter the required information for each class and continue the submission process.

NOTES:

Pre-Observation Sheet Icon

When you click  to enter the pre-observation sheet for a classroom, a screen will appear that will allow you to enter the required classroom details. This sheet consists of three sections requiring information relating to your operating hours, teacher information, and student information. The following information is required for each classroom:

- Current operating hours.
- Verification of teacher information assigned to the classroom (carried over from the portfolio).
- The language a translator would need to speak if the teacher(s) speak a language other than English to the children for most of the day.
- The maximum number of children you allow at one time (this may or may not be your licensed capacity) as well as the number of children currently enrolled in the classroom.
- The birthdates of the youngest and oldest child and if any children have any identified disabilities or special needs.

CLASSROOM DETAILS - TEDDY BEARS

Section I: Classroom Operating Hours

This classroom's operating hours are defaulted to your program's operating hours as defined in KOALA. If this classroom operates with different hours please update to show the correct start and end hours.

Start Hour: 6:30 AM End Hour: 6:00 PM

Section II: Staff Information

The teacher(s) associated with this classroom in the portfolio appear in the list below. If the teacher(s) are correct select their primary role from the drop down box. If the teacher(s) listed are no longer associated with this classroom they can be deleted and a new teacher added. To delete a teacher click on the red trash can. To add a new teacher click on the Add Teacher box and follow the directions on the screen. All teachers listed in the portfolio will appear and any can be selected. You also have the option to check "Other" if you have a new teacher who was not included in the portfolio. You can add the new teacher's name and primary role. **Other** is used for student interns or classroom volunteers who regularly work with the children and would likely be present in the classroom during much of the 3 hour observation. In addition, other staff members who come and go frequently should be listed, such as "floaters" or other regular staff members who provide extra help or breaks for classroom staff.

First Name	Role	
Joyce	--Select--	

ADD TEACHER

Do **ALL** teachers in this classroom primarily speak a language other than English with all the children? Yes No

If you answered YES to the above question, please select the other language spoken to the children most of the day from the drop down box to indicate a translator will be required if this classroom is randomly selected for observation.

Select

Callout Boxes:

- Classroom operating hours may vary depending on whether the classroom is a GA's Pre-K room, Early Head Start or Head Start, etc.
- Click here to remove a teacher from the classroom.
- Click here to add a new teacher to the classroom.
- If you answer YES to the question above, you will be asked to select the language.
- This question pertains to whether the teacher(s) in this classroom speak mostly a language other than English to the children throughout the day not just for a special learning time. It helps the assessor team know whether they will need an interpreter in this classroom to capture the language being spoken to the children.

Section One

Allows you to add information about the operating hours for the classroom. The start and end hours have been pre-populated from DECAL’s Child Care licensing database, but you can change the hours as needed for each classroom (if applicable).

Section Two

Allows you to verify the teachers assigned to the classroom and determine whether or not a translator would be required during the observation. The teachers that were included in Standard 1 in your portfolio will be carried over to this section and will be listed here. You have the option to delete or add a teacher as necessary.

- When adding a teacher to the classroom a notification box will open asking you to select the teacher and identify their role. You will be able to select a teacher from those included in your portfolio.
- If you have hired a new teacher within the 10 day window after you selected the “Portfolio is Ready to Submit” button, you can add them to the classroom at this time. Remember, this **will not** add them to the portfolio.

1. Select teacher as “Other”
2. Select the teacher role
3. Type the new teacher’s first and last name

Click to add the teacher to the classroom

- You will now see this new teacher listed in your staff information for the classroom.

First Name	Last Name	Role	
Babe	Ruth	Lead Teacher	
Hank	Aaron	Co-Teacher	
Mickey	Mouse	Assistant Teacher	

ADD TEACHER

PLEASE REMEMBER: Even if you add a teacher now, if they were not also listed in the portfolio their name will not populate back to the portfolio, and they will not be eligible for any cash bonus based upon your rating.

The next part of this section will allow you to notify Quality Rated if the assessor team would be likely to require a translator during the observation if the classroom were randomly selected to be assessed.

- You will see a question as to whether the teacher(s) in the classroom speak mostly a language *other than English* to the children *throughout the day*, not just for a special learning time (such as when a foreign language teacher comes into the room for a quick lesson).
- Checking “Yes” to the question tells the assessor team whether they will need an interpreter in this classroom to capture the language being spoken to the children.

Do **ALL** teachers in this classroom primarily speak a language other than English with all the children? Yes No

- If you select yes, you will have the option to select the language spoken to the children during most of the day.

If you answered YES to the above question, please select the other language spoken to the children most of the day from the drop down box to indicate a translator will be required if this classroom is randomly selected for observation.

Select 

Click on the down arrow to display a variety of languages from which to choose.

- If the language that you need is not listed in the box you can choose **“Other”**. This will prompt you type in the desired language.

If 'Other', please specify:

- When you have selected the language the section will appear on the screen as shown below.

Do **ALL** teachers in this classroom primarily speak a language other than English with all the children? Yes No

If you answered YES to the above question, please select the other language spoken to the children most of the day from the drop down box to indicate a translator will be required if this classroom is randomly selected for observation.

French ▼

PLEASE NOTE: If a translator is required for the observation, the observation window may be increased in order for Quality Rated to secure an individual who can fluently speak the language required.

Section Three

The last section requires you to enter data about the children enrolled in the classroom. It will be helpful to have this information ahead of time for each classroom so that it can be entered quickly for each room.

Section III: Student Information


Maximum number of children allowed in the classroom/group at one time:


Number of children currently enrolled:

Number of children under 18 months of age:

Number of children under 12 months of age:

Birthdates for the children in the class:

Oldest Child: 

Youngest Child: 


Number of children in the classroom with an identified disability:

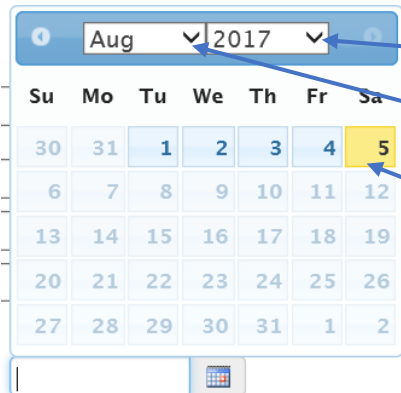
Indicate the type(s) of disability by checking all that apply:

Physical/Sensory Social Emotional
 Cognitive/Language Other

Type the applicable number in each text box.

If you add the number of children with identified disabilities, check the category of disability most applicable.

- When adding the birthdates for the oldest and youngest child in the classroom you will use a calendar interface. Click on the  icon and a calendar will appear. You will click on the calendar to add the birthdate.



1. Click on the down arrow next to the year to select the correct year.
2. Click on the down arrow next to the month to select the correct month.
3. Click on the required date within the days displayed.

Section III: Student Information

Maximum number of children allowed in the classroom/group at one time:

Number of children currently enrolled:

Number of children under 18 months of age:

Number of children under 12 months of age:

Birthdates for the children in the class:

Oldest Child:

Youngest Child:

Number of children in the classroom with an identified disability:

Indicate the type(s) of disability by checking all that apply:

- Physical/Sensory Social Emotional
 Cognitive/Language Other

Completed student data

Pre-Obs Sheet



NOTE:

If you need to leave the Pre-Observation Sheet while entering the information, the original icon will change to this "sheet" icon and will remain with this symbol.

Check this box when you have provided all the required information. Uncheck this box to make changes.

SAVE

CANCEL

You can save the information you have added to this screen by clicking the **“Save”** button. You can come back later and make changes if you wish.

Notice that **Saved successfully** will appear on the screen

Saved successfully

Check this box when you have provided all the required information. Uncheck this box to make changes.


SAVE

CANCEL

When you are satisfied with your responses you can check the box to indicate that you have completed the classroom details.


Check this box when you have provided all the required information. Uncheck this box to make changes.

← PRE-OBSERVATION CLASSROOM

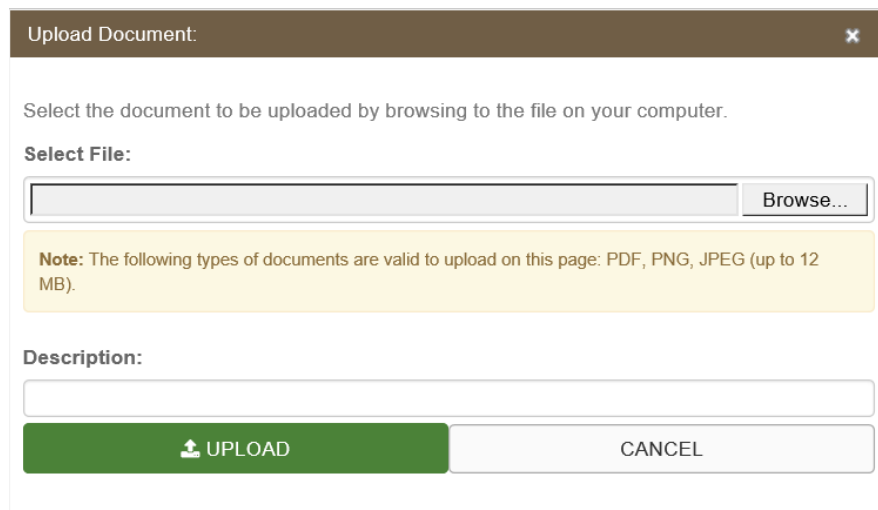
- Clicking the **“Pre-Observation Classroom”** button will take you back to the classroom list on the Classroom Details screen.
- Continue to add the required information for each classroom.
- Click on the **“Upload Classroom Schedule/Roster”** icon  for the first classroom in your list to upload the schedule and roster to continue the submission process.

Upload Schedule/Roster Icon

For each classroom, you will upload **one file** containing both your classroom schedule and roster. Acceptable file types are PDF, JPEG, or PNG.

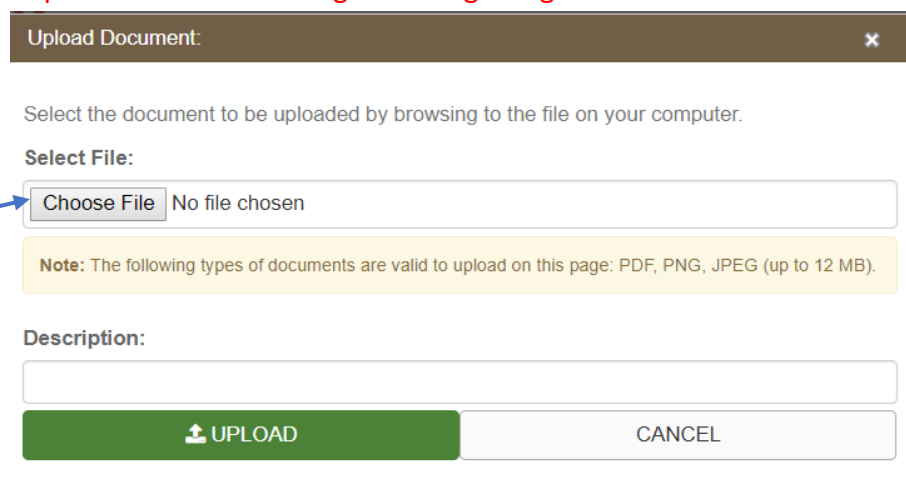
- If you need assistance combining your documents in to one file, contact your technical assistance consultant at your local Child Care Resource and Referral Agency. You can also refer to the Classroom Schedule/Roster handout in the [Training link](#) at the bottom of any Quality Rated screen.
- When you click on the upload icon , an Upload Dialog box will open to assist you with uploading the file. Depending on your internet web browser the box may look slightly different, see examples below of two slightly different Upload Dialog boxes.

Upload Document Dialog box using Microsoft Internet Explorer or Edge, or Firefox web browser:



This version contains a **"Browse"** button that when you click will allow you to browse or search your computer to locate the saved classroom schedule/roster.

Upload Document Dialog box using Google Chrome web browser:

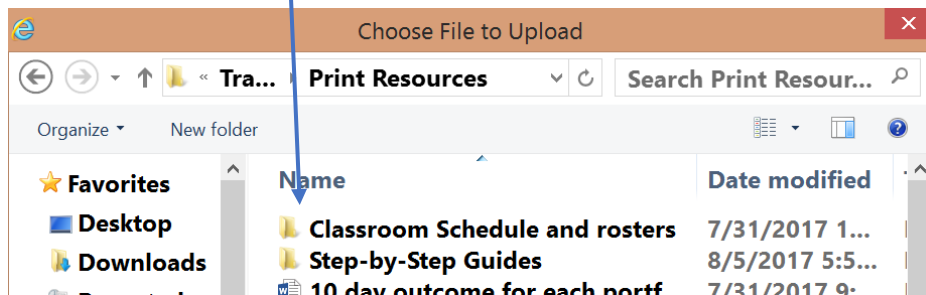


This version contains a **"Choose File"** button that when you click will allow you to search your computer to locate the saved classroom schedule/roster.

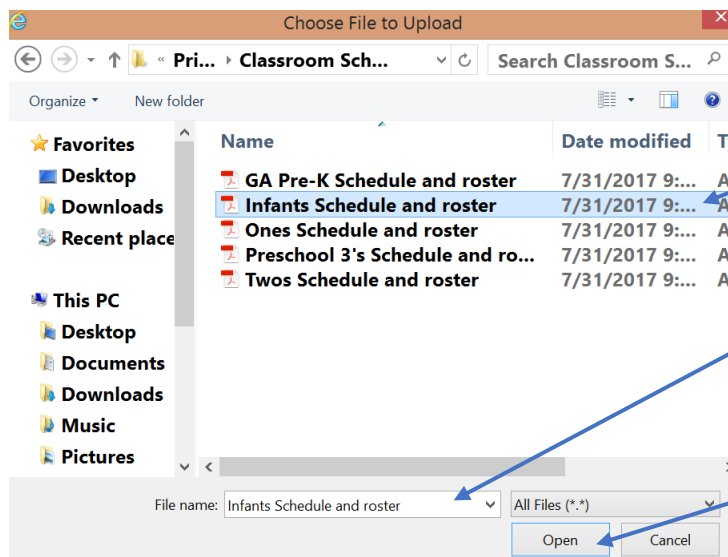
PLEASE REMEMBER: the schedule AND roster **MUST** be uploaded as 1 document, the system will not allow you to upload 2 files.

When clicking on **"Browse"** or **"Choose File"** a *Choose File to Upload* dialog box will open and you will be able to search your computer to locate the required classroom schedule/roster document.

- Locate the folder where you have saved your classroom schedule and roster documents and click to open it



- The folder will open to show you all the files you have saved for each classroom in your facility. Select the correct document for the classroom for which you are uploading the information.



1. Click on the correct document and it will become highlighted.
2. The name of the document will appear in the File name box.
3. Click on the **"Open"** button and this will associate the document with the Upload Dialog box.

The name of the file will appear in the Upload Document dialog box. You can type a description in the "Description" box if you would like to add anything, this is not a requirement.

Upload Document: ✕

Select the document to be uploaded by browsing to the file on your computer.

Select File:
 Browse...

Note: The following types of documents are valid to upload on this page: PDF, PNG, JPEG (up to 12 MB).

Description:

Click the **Upload** button to attach the document to the pre-observation screen.

If you accidentally upload an incorrect schedule/roster document to a classroom you can easily delete the document and complete the steps outlined above to attach the correct file.

Classroom Name	Age Group	ERS Scale	Pre-Obs Sheet	Upload Schedule/Roster
Infants	Infant	ITERS		
Toddlers	Toddler	ITERS		

Click the on a trash can icon to delete a schedule/roster file.

When you have entered all the information for each classroom and uploaded all your classroom schedules and rosters you can check the completion box at the bottom of the screen.

Classroom Name	Age Group	ERS Scale	Pre-Obs Sheet	Upload Schedule/Roster	Translator Required	Complete
Infants	Infant	ITERS			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Toddlers	Toddler	ITERS			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Twos	Twos	ITERS			<input type="checkbox"/>	<input checked="" type="checkbox"/>
Threes	Threes	ECERS			<input type="checkbox"/>	<input checked="" type="checkbox"/>

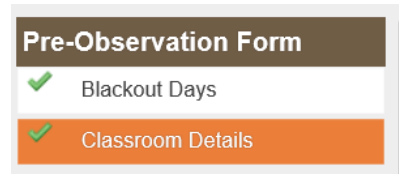
Notice that each classroom has a check mark ✓ in the **Complete** column. This indicates that all requirements have been completed and the pre-observation form can be submitted along with the portfolio.

Saved successfully

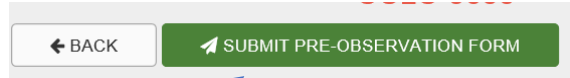
Check this box when you have provided all the required information. Uncheck this box to make changes.

When you check the completion box the message **Saved successfully** will appear.

- If you scroll to the top of the screen you will notice that both the Blackout Days and the Classroom Details Tabs have green check marks ✓ to indicate that all pre-observation information has been completed.



- In addition, the **“Submit Pre-Observation Form”** button is activated, indicating that you can now complete your portfolio submission.



- Click on the **“Submit Pre-Observation Form”** button to finalize the process of submitting your portfolio.

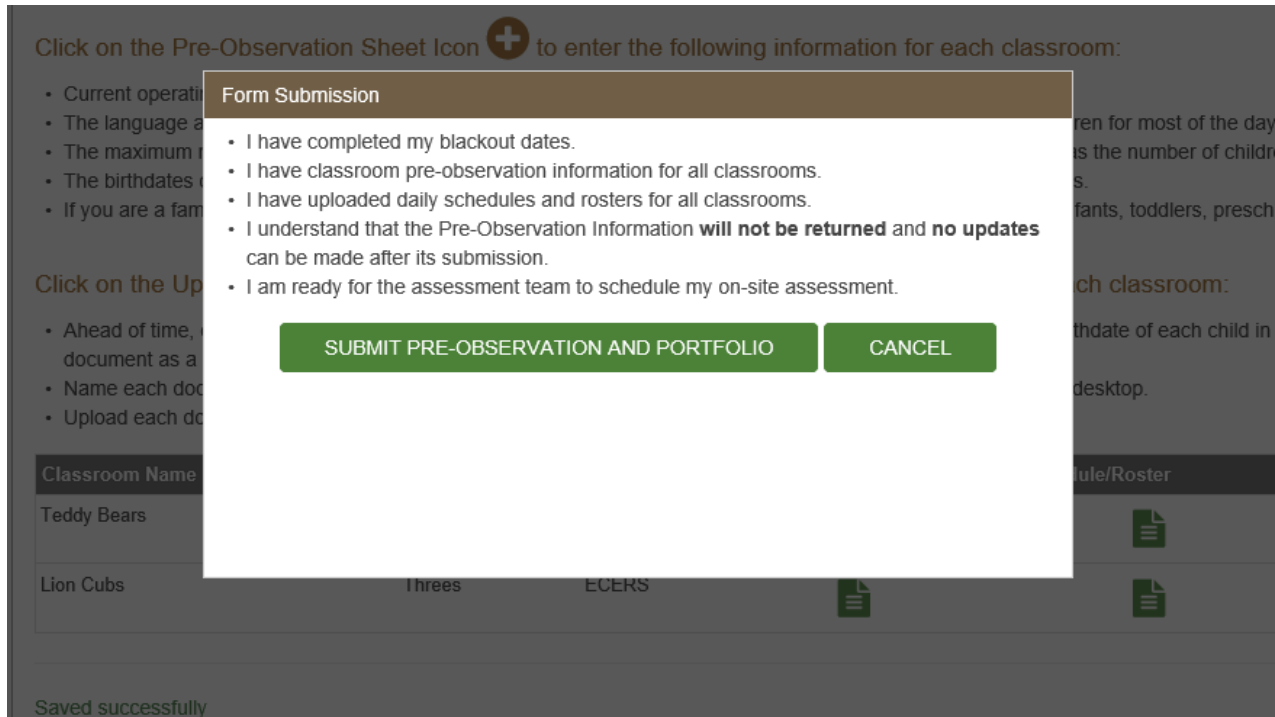
NOTES:

PORTFOLIO AND PRE-OBSERVATION FORM SUBMISSION

When you click on the **“Submit Pre-Observation Form”** button an acknowledgement box will appear. If you agree with all statements, you may choose to submit your portfolio and pre-observation information to Quality Rated.

- If changes need to be made to the pre-observation information screens, you may choose cancel.
- No changes can be made to the portfolio.

“Submit Pre-Observation and Portfolio” or cancel to go back to the Pre-Observation screens.



NOTES:

RETURN TO HOME SCREEN

When you have submitted your portfolio and pre-observation information, you will receive an email confirming that your portfolio and has been submitted and received. Your Quality Rated account will return to the provider home screen and you will see that your portfolio is in pending approval status and that the pre-observation forms are completed.

Application Type	Application	Portfolio	Pre-Observation Form	Incentives	Scoring	History
Required Reassessment	Status: Approved Submitted: 07/27/2017	Status: Pending Approval	Status: Completed			
Annual Verification	Status: Approved Submitted: 03/18/2016					
Annual Ver						

Portfolio status becomes "Pending Approval" while it awaits acceptance and assignment to an assessor team.

Pre-Observation Form status becomes "Completed", this will not change.

PLEASE NOTE: all information is read-only and you are not able to go back and update, change, or edit any information.

- When your portfolio is accepted by a Quality Rated Manager and assigned to an assessor team, you will receive a second email notifying you of its acceptance.
 - This email will inform you of the 90-day scheduling window in which your observation could occur.
 - You will also receive a handout telling you what to expect on the day of the observation.
 - The email will inform you that you will shortly receive another email once the assessor team has scheduled your observation.
- When the assessor team schedules the observation date you will receive a third email that will notify you of the 30-day window in which your observation is scheduled to occur.
 - Knowing the 30 days in which your observation will occur will allow you and your teacher's to better plan for this time and will hopefully help minimize any anxiety or tension that is could be felt while waiting for the assessment to occur.

For more information, you can find additional print resources under the [Training link](#) at the bottom of any screen on the Quality Rated website. Please contact your technical assistance consultant at your local Child Care Resource and Referral Agency, or contact the Quality Rated Help Desk if you require any assistance completing the portfolio and pre-observation information submission process.

Email: QualityRated@dec.al.ga.gov

Phone: (855) 800 - 7747

Thank you for participating in Quality Rated to make the future brighter for all Georgia's children.