

Portfolio and Pre-Observation Submission Guide

Family Child Care Learning Home

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 family child care learning home with or without an assistant teacher helper.

PORTFOLIO COMPLETION SCREENS

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

The screenshot shows the 'FAMILY PROVIDER' interface for user 'FR-36102'. The 'Portfolio Status' is 'Returned'. A navigation bar includes buttons for 'BACK', 'VIEW PORTFOLIO', 'VIEW HISTORY', and 'SUBMIT PORTFOLIO'. The left sidebar lists 'Standard 1' through 'Standard 5', each with a green checkmark. The main content area is titled 'STANDARD 1 - TEACHER ASSIGNMENTS' and contains a message: 'Before you can complete this section, you must first complete the Teacher Qualifications and Classroom Information sections. In this section, you will enter your teacher classroom assignments and the teacher's scheduled hours for each classroom. You will see a list of the classrooms that you entered in the Classroom section. A family child care learning home provider will see only one classroom listed (In Home). A green 'COLLAPSE ALL' button is at the bottom right.

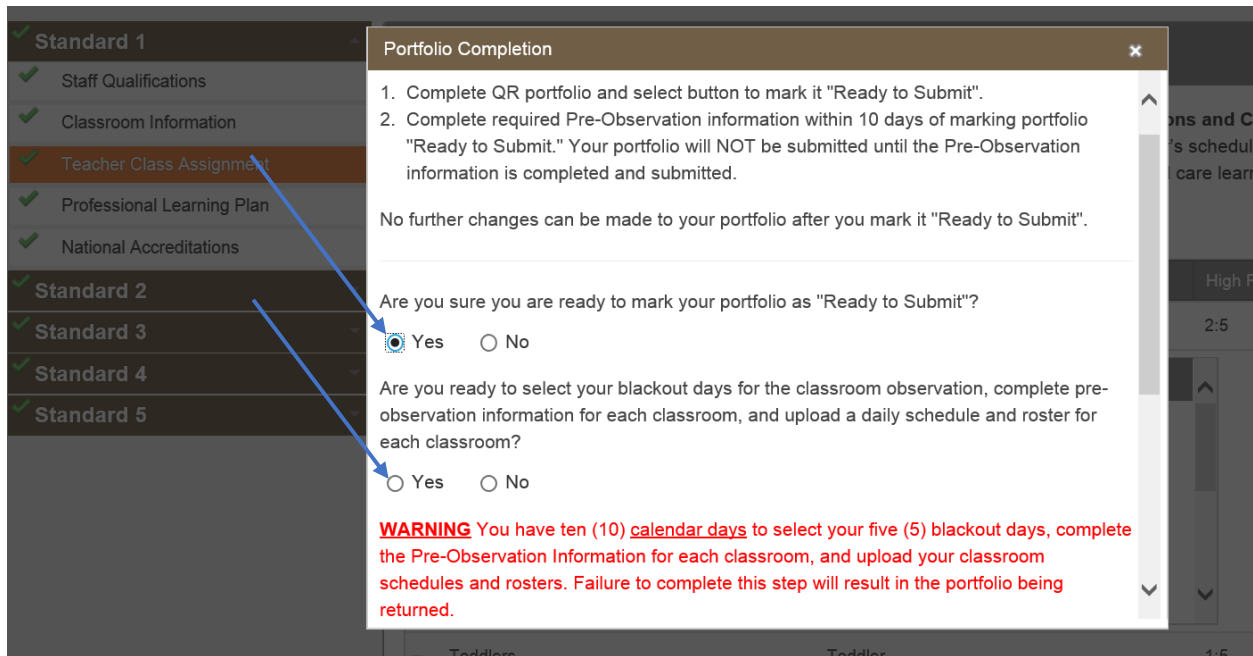
- Before selecting the **“Submit Portfolio”** button, please go back and review your Classroom Information and Teacher Class Assignment sections in Standard 1 to make sure they are up-to-date and current. This information will carry over to the Pre-Observation Information Form and will reduce the amount of time needed to complete your pre-observation screens during the submission process.

This screenshot provides a detailed view of the 'STANDARD 1 - TEACHER ASSIGNMENTS' section. The sidebar on the left shows 'Standard 1' expanded, with 'Teacher Class Assignment' highlighted in orange. The main content area features a table with the following data:

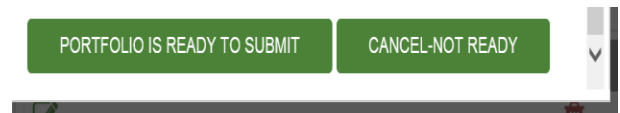
Classroom Name	Age Group	High Ratio	Low Ratio	Add
In Home		1:6	1:1	+

Edit	Teacher Name	Day of Week	Start Time	End Time	Delete
	Betty Stephens	Monday	11:30AM	9:30PM	
	Betty Stephens	Tuesday	11:30AM	9:30PM	

- After 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”.

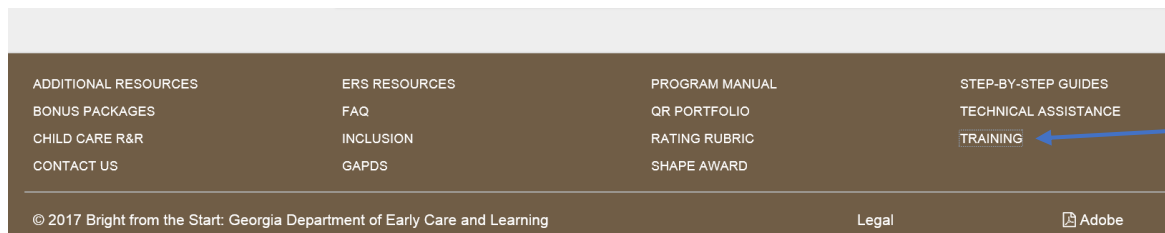
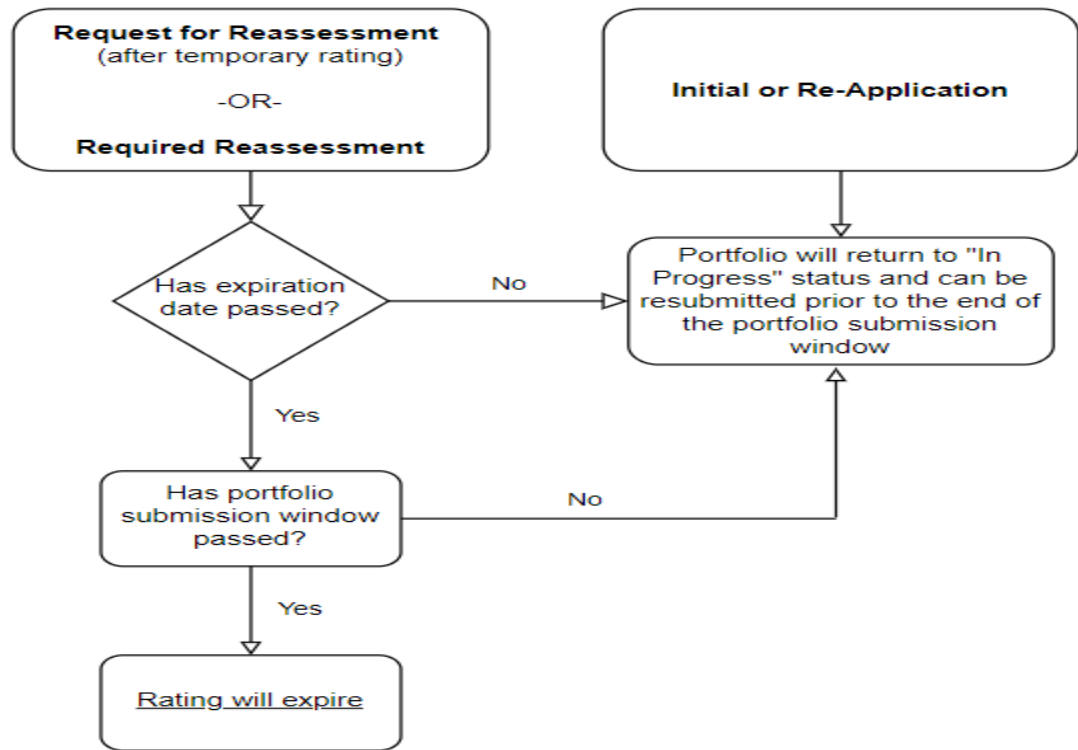


- Once you answer yes to both questions and select **“Portfolio is Ready to Submit,”** the portfolio will become read-only and cannot be updated or changed. Your structural quality points will be based on the evidence contained within the portfolio.



- 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.
- If you are renewing your program’s rating and you do not complete the steps within 10 calendar days, the following will occur:
 - If the rating expiration deadline has not passed, the portfolio will return to “In Progress” status. You can re-submit prior to the end of the portfolio submission window for the selected cohort.
 - If the rating expiration date has passed, the following will occur:
 - If the portfolio submission window has passed, your rating will expire and your status will change to re-application.
 - If the portfolio submission window has not passed, your portfolio will return to “In Progress” status and you can re-submit prior to the end of the portfolio submission window.

- If you need additional guidance regarding the 10-day window you can contact your technical assistance consultant through your local child care resource and referral agency. For important information about how this deadline could impact your current rating refer to the Impact Flowchart on the Quality Rated Website located in [Training](#) at the bottom of any Quality Rated screen:



- 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 below, you will have up to 10 calendar days in which to select your blackout days, complete the pre-observation information screen for your program, upload your daily schedule and roster, and finalize the portfolio submission process.





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

MY APPLICATIONS

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

- The 10 day count down starts the day **after** you select **"Portfolio is Ready to Submit."** On the day you select the "Portfolio Ready to Submit" button, the counter will be set to 11 days left to complete.
- If your portfolio, blackout days, classroom pre-observation information, and the daily schedule and roster are not submitted by the **"Last Day"** to submit date highlighted on this screen, the outcome will vary based on the application type as outlined on the Impact Flowchart.
- Regardless of whether or not the indicated due date falls on a weekday, weekend, or holiday, the **"Last Day"** to submit date is the absolute last day you can submit your portfolio, the blackout days, your classroom pre-observation information, and your daily schedule and roster before your portfolio will be returned.
- 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 continue with the submission process.

MY APPLICATIONS

Application Type	Application	Portfolio	Pre-Observation Form	Incentives	Scoring	History
Required Reassessment	Status: Approved Submitted: 07/27/2017	 Status: Ready to Submit	 Status: In Progress			

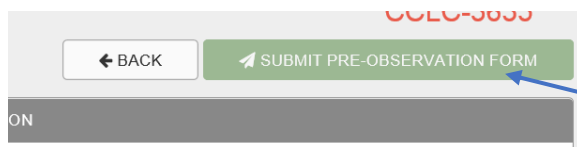
Remember, your portfolio has not yet been submitted for scoring!

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 for you.

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.



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 SCREEN

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 window in which the observation can be conducted.

- 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.

Note: Maximum of five blackout days can be selected

Portfolio Completed Date: 8/5/2017 8:43:08 AM

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	4
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	11
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	18
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	25
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	2
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	9

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

Up to **five (5) blackout dates** may be selected by clicking the date in any of the **green** boxes on the calendar. The selected dates will change to **red**. If you change your mind simply re-click on the **red** date and it will return to **green**.

Portfolio Completed Date: 8/5/2017 8:43:08 AM

- Notice that all **gray** and **dark gray** dates are days that are not eligible for an observation and so are not available for selecting as blackout days.
- Green** dates are eligible for observation and are available for selecting as blackout days
- Red** dates are your selected blackout dates.

August 2017							September 2017						
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
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31	1	2	24	25	26	27	28	29	30
3	4	5	6	7	8	9	1	2	3	4	5	6	7

- If you do not wish to select any blackout days, click the box shown to the right.

I do not want to select any blackout days

Under the calendar interface is a comment box that can be used to enter any information that you feel would be helpful for the assessor team to know about your program. Type your comments into the text box.

- 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 or spring break (if children are not present), public school holidays that may affect your program.
- 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 do not arrive until 9:30 AM.

I would like the assessor team to know...

Begin typing and the box will expand as needed.

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

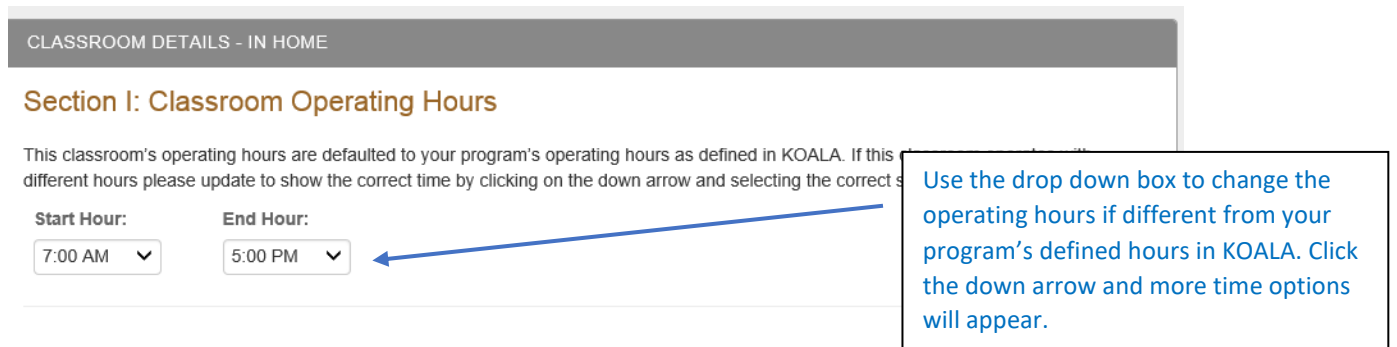
PRE-OBSERVATION SHEET

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

- Current operating hours.
- Verification of provider/assistant teacher helper information (carried over from the portfolio).
- The language a translator would need to speak if the provider/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 by age group.
- The birthdates of the youngest and oldest child and if any children have any identified disabilities or special needs.

Section One

Allows you to add information about the operating hours for your program. The start and end hours have been pre-populated from DECAL's Child Care licensing database, but you can change the hours as needed.



The screenshot shows a web interface titled "CLASSROOM DETAILS - IN HOME". Below the title is the section header "Section I: Classroom Operating Hours". A paragraph of text explains that the operating hours are defaulted to the program's hours in KOALA and can be updated. Below this text are two dropdown menus: "Start Hour:" with "7:00 AM" selected and "End Hour:" with "5:00 PM" selected. A blue arrow points from a text box on the right to the "End Hour:" dropdown. The text box contains the instruction: "Use the drop down box to change the operating hours if different from your program's defined hours in KOALA. Click the down arrow and more time options will appear."

Section Two

Allows you to verify yourself and any assistant teacher helpers assigned and determine whether or not a translator would be required during the observation. The staff 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 an individual as necessary.

PLEASE REMEMBER: Even if you add an assistant teacher helper now, if they were not also listed in the portfolio their name will not populate back to the portfolio.

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. **Please note: include any 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, part-time 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	Last Name	Role	
Betty	Stephens	Owner/Provider	

ADD TEACHER

Click here to add a new teacher to your program.

Click here to remove a teacher from your program.

- When adding an assistant teacher helper to your program a notification box will open asking you to select the individual and identify their role. You will be able to select a name from those teachers you included in your portfolio, if you added any at that time.
- If you have hired a new assistant teacher helper 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.

Add Teacher

Select Teacher: Other

Role: Assistant Teacher

First Name: Mickey

Last Name: Mouse

ADD CANCEL

1.

1. Select teacher as "Other"
2. Select the teacher role
3. Type the new teacher's first and last name

2. Click to add the teacher to the classroom

- You will now see this new assistant teacher helper listed in your staff information for your program.

First Name	Last Name	Role	
Betty	Stephens	Owner/Provider	
Mickey	Mouse	Assistant Teacher	

ADD TEACHER

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.

- You will see a question as to whether you speak mostly a language *other than English* to the children *throughout the day*, not just for a special learning time (such as if a foreign language teacher comes into your program and provides a quick lesson during the observation).
- Checking “Yes” to the question tells the assessor team whether they will need an interpreter to accompany them on the observation 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 your program. It will be helpful to know this information ahead of time so that it can be entered quickly.

Section III: Student Information

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

Number of children currently enrolled:

Number of children enrolled in each age group:


Infants


Toddlers (1-2 years)

Preschool/Kindergarten (3-5 years)

School-agers (6+ years)

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.

Identify the number of children per age group.

When 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 your program you will use a calendar interface. Click on the  icon and a calendar will appear. You will click on the calendar to add the birthdates.

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 enrolled in each age group:

Infants

Toddlers (1-2 years)

Preschool/Kindergarten (3-5 years)

School-agers (6+ years)

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

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

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

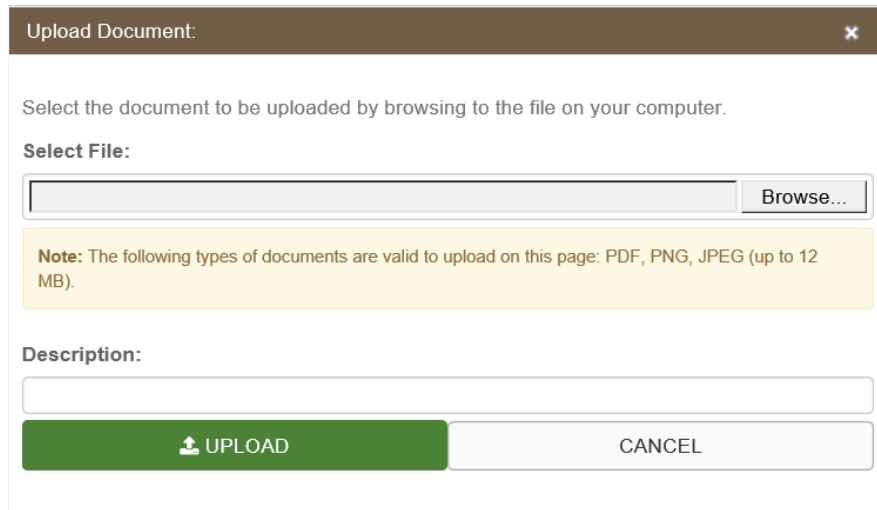
Check this box when you have provided all the required information. Uncheck this box to make changes.

UPLOAD CLASSROOM SCHEDULE/ROSTER DOCUMENT

You will need to upload **one file** containing both your program's daily schedule and roster. Acceptable file types are PDF, JPEG, or PNG.

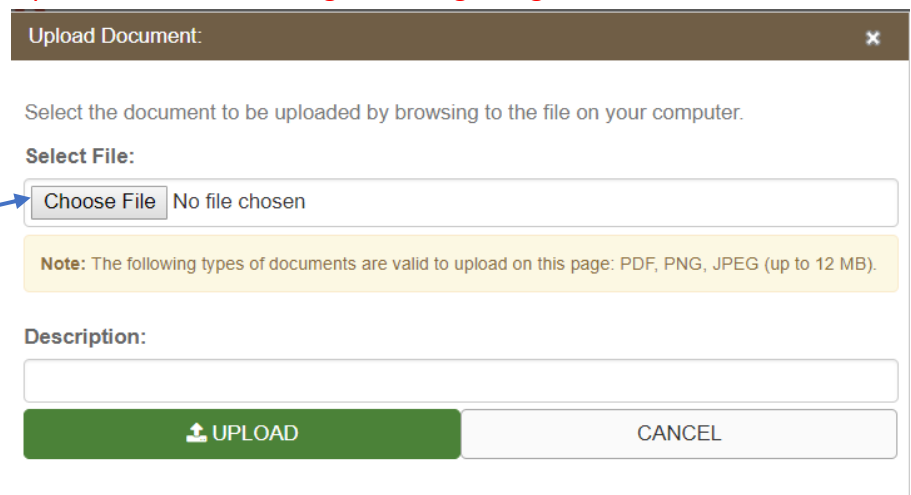
- If you need assistance combining your documents into one file, contact your technical assistance consultant at your local Child Care Resource and Referral Agency.
- When you click on the upload icon , an Upload Dialog box will open to assist you with uploading the file. Depending on your internet web 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 program daily schedule/roster.

Upload Document Dialog box using Google Chrome web browser:

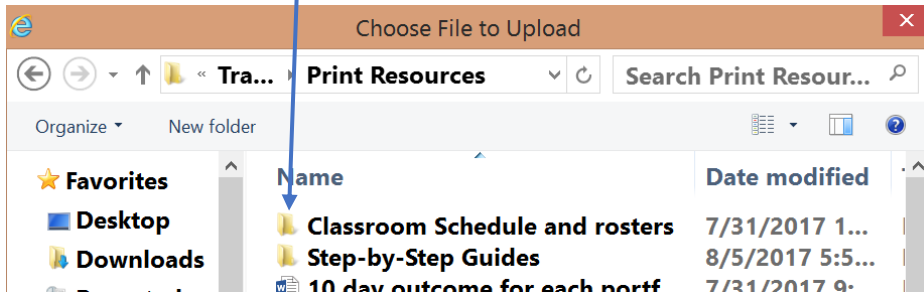


This version contains a **"Choose File"** button that when you click will allow you to search your computer to locate the saved program daily schedule/roster.

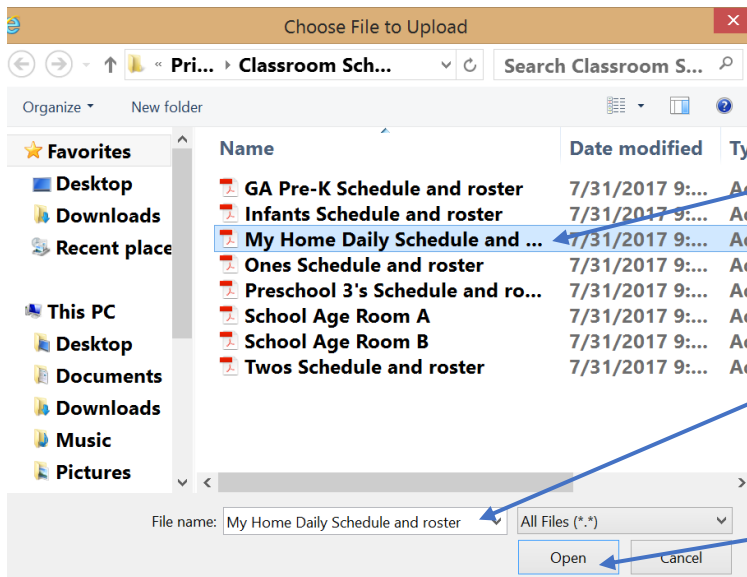
PLEASE REMEMBER: the schedule AND roster MUST be uploaded as 1 document, the system will not allow you to upload 2 files.

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 daily schedule/roster document.

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



- The folder will open to show you all the files you have saved. Select the correct document.

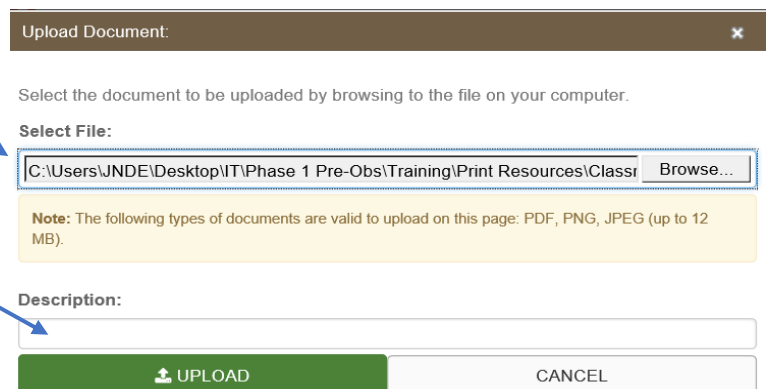


1. Click on the correct document and it will become highlighted.

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 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.



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

If you accidentally upload an incorrect schedule/roster document 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
In Home	Family Provider	FCCERS		

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

When you have entered all the information for your program and uploaded your daily schedule and roster 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
In Home	Family Provider	FCCERS			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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.

Notice the 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.

- 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.

Pre-Observation Form

- Blackout Days
- Classroom Details

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

← BACK
➔ SUBMIT PRE-OBSERVATION FORM

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

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.

Form Submission

- I have completed my blackout dates.
- I have classroom pre-observation information for all classrooms.
- I have uploaded daily schedules and rosters for all classrooms.
- I understand that the Pre-Observation Information **will not be returned** and **no updates** can be made after its submission.
- I am ready for the assessment team to schedule my on-site assessment.

SUBMIT PRE-OBSERVATION AND PORTFOLIO **CANCEL**

- When you feel confident that you have completed all information as is described in the bulleted list, click **“Submit Pre-Observation and Portfolio”**.

After clicking the **“Submit Pre-Observation and Portfolio”** button, you will be returned to your facility home screen. You will also receive an email confirming that your portfolio was submitted and received by Quality Rated.

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	Status: Pending Approval	Status: Completed			
Annual Verification	Status: Approved Submitted: 04/14/2015	Status: Pending Approval	Status: Completed			

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 to better plan for this time and will hopefully help minimize any anxiety or tension that 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.

NOTES:
