Portfolio and Pre-Observation Information Submission Checklist

If you are assisting providers with completing the portfolio and pre-observation submission process, make sure you review the following information and provide guidance.

Add a checkmark (✓) once completed	STEP ONE	
	Review the following:	NOTES
	If the portfolio is for a small center (licensed for 18 or fewer children), go to Standard One: Indicator 2 Classroom Information. Identify if the children are cared for in one space with mixed ages (FCCERS), or if there are separate self-contained classrooms (ITERS/ECERS).	
	Staff information and classroom assignments in Standard One are reviewed to make sure they are current and correct. This information will carry over into the pre-observation screens; however, any new teacher information added to the pre-observation screen will not carry back over to the portfolio.	
	Read all information in the portfolio submission box. Does the provider understand they have 10 days to complete the submission process?	
	Explain what will happen if the portfolio type is a Request for Reassessment or Required Reassessment and is not submitted within the 10 calendar days. Share the Impact Flowchart if required.	
	Click "Ready to Submit" – At this point, the portfolio has not been submitted.	
	The information in the portfolio becomes "read-only" as soon as the "Ready to Submit" button is selected. ***THE PORTFOLIO IS NOT SUBMITTED UNTIL THE PRE-OBSERVATION SCREENS ARE COMPLETE AND SUBMITTED.***	
	STEP TWO	
	Select Blackout Dates	NOTES
	Read the Pre-Observation Information Screen details.	
	Click on the "Blackout Days" Tab on the left of the screen. The calendar interface shows the window in which the observation will be eligible to occur.	
	The provider can select up to 5 blackout days by clicking on the green dates on the calendar. The dates will turn red. Click on a red date to de-select and choose another date.	
	If no blackout dates are requested, click the box above the calendars.	
	In the comment box, indicate any GA's Pre-K closure dates.	

	In the comment box, indicate any facility closure within the 90-day window, i.e., Head Start or stand-alone school-age program summer closure dates.	
	In the comment box, indicate the time that most of the children arrive in the morning.	
	When all information is incomplete, check the box at the bottom of the screen. If necessary, uncheck the box to make changes.	
STEP THREE		
	Review the Classroom Details Information	NOTES
	Click on the "Classroom Details" Tab on the left of the screen. Read the explanation for completing the pre-observation sheets and uploading the classroom schedule and rosters.	
	Ensure the provider has collected the required information ahead of time to complete each classroom pre-observation sheet.	
	Ahead of time assist the provider (if necessary) in saving the daily schedule and child roster for each classroom into a folder on their desktop.	
STEP FOUR		
	Complete Pre-Observation Sheet for each Classroom	NOTES
	Click on the "Pre-Observation Sheet" Icon to enter the information for each classroom **Pre-Observation Sheet completed** *(all classrooms)* ☐ review and update classroom operating hours ☐ update teacher names if needed ☐ identify languages spoken if other than English ☐ enter maximum # of children allowed ☐ enter # of children enrolled (currently) ☐ youngest and oldest child birthdates entered ☐ identify disability and type	
	Family Child Care Learning Home, enter the # of children enrolled in each age group.	
	Check the box at the bottom of the screen when all the required information is complete. If necessary, uncheck the box to make changes.	
	Select the "Pre-Observation Classroom" button to return to the classroom list to add information for the next classroom.	
STEP FIVE		
	Upload Each Classroom Schedule and Roster	NOTES
	Click on the "Upload Schedule/Roster Icon" to upload class schedule and roster for each classroom. The schedule and roster must be saved as one document per classroom. The	

	following formats are acceptable for uploading: JPG, PNG, and PDF.	
	Click on the "Choose File" button to search for the location of the saved folder and file for each classroom.	
	Select the file and add a description if desired. Select the "Upload Button" to attach the file to the classroom.	
	Check the box when all the required information for each classroom has been provided. If necessary, uncheck the box to make changes.	
	Stand-Alone School Age Only Portfolio: click on the description that best describes the program setting.	
	STEP SIX	
	Submit Pre-Observation Form	NOTES
	Confirm green checkmarks beside the Blackout Days and Classroom Details Tabs to the left of the screen.	
	Click the "Submit Pre-Observation Form" button at the top of the screen.	
	Read the Form Submission screen and ensure the provider understands that if they continue at this point their portfolio and pre-observation information will be submitted and cannot be returned.	
	Click the "Submit Pre-Observation and Portfolio" button.	
	The provider will immediately receive a notification email stating the portfolio has been submitted and received.	
	STEP SEVEN	
	Notification of Assignment and Observation Windows	NOTES
	A Quality Rated Manager will make the assignment to an assessor team.	
	The provider will receive an email informing them that the assignment has been made to an assessor team. They will also be notified of the 90-day deadline window, the *What to Expect on the Day of the Observation* handout will be attached, and they will be notified that a follow-up email will be sent when the assessor team has scheduled the observation.	
	The assessor team schedules the observation on their next available date and the provider receives an email notifying them of the 30-day window in which the observation will occur.	