Portfolio and Pre-Observation Submission Guide

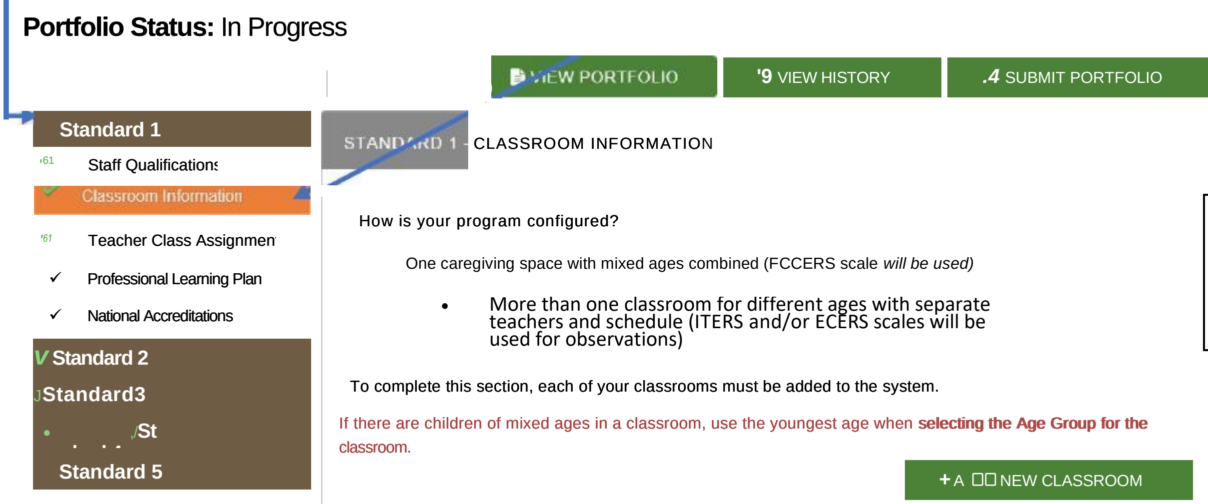
Small Child Care Learning Center – 18 or Less Children (ITERS/ECERS)

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.

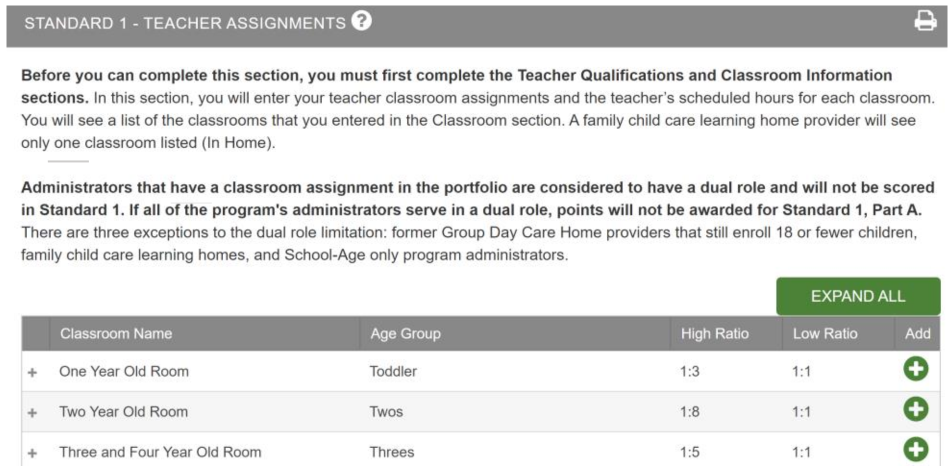
In Standard 1, click on the Classroom Information Tab



Decide which setting best describes your program.

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

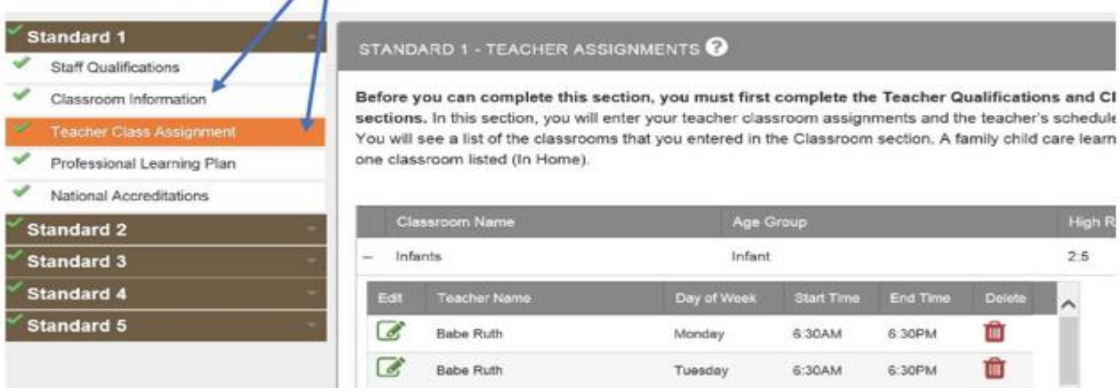
Before selecting the **"Submit Portfolio"** button, please go back and review your classroom information and teacher class assignments to make sure they are up-to-date and current. This information will carry over to the Pre-Observation Information Form and will reduce the amount of time needed to complete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



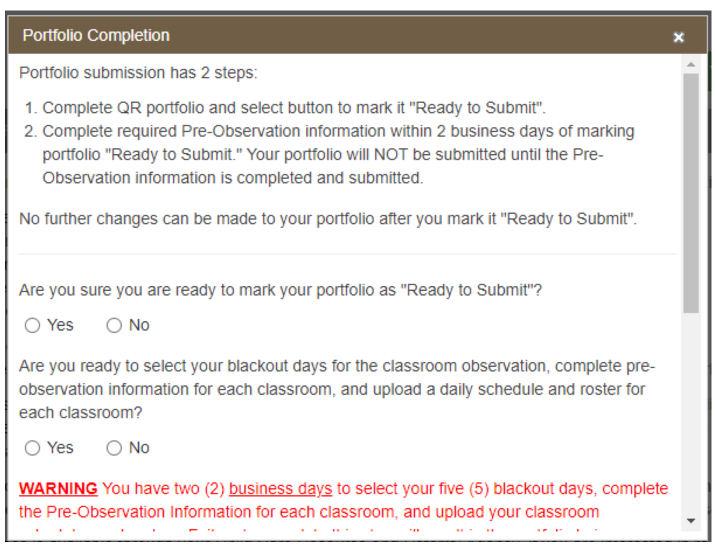
Continue to complete all other information in Standards 1-5 until a green check mark appears next to each.

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

- Before selecting the **"Submit Portfolio"** button, please go back and review your classroom information and teacher class assignments 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.



- 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 2-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 2 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.

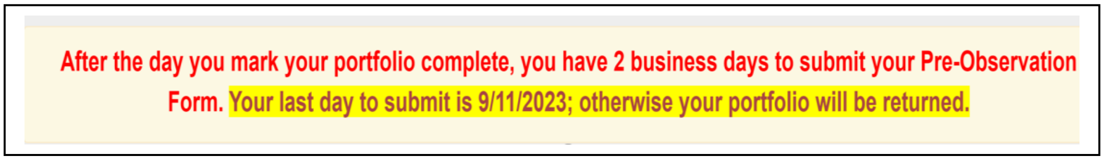
    If the rating expiration date has passed, the following will occur:
    - If the portfolio submission window has passed, your rating will expire and your status will change to re-application.
    - If the portfolio submission window has not passed, your portfolio will return to "In Progress" status and you can re-submit prior to the end of the portfolio submission window.

When you are ready to complete the submission process click the **"Portfolio is Ready to Submit,"** button at the bottom of the notification window.

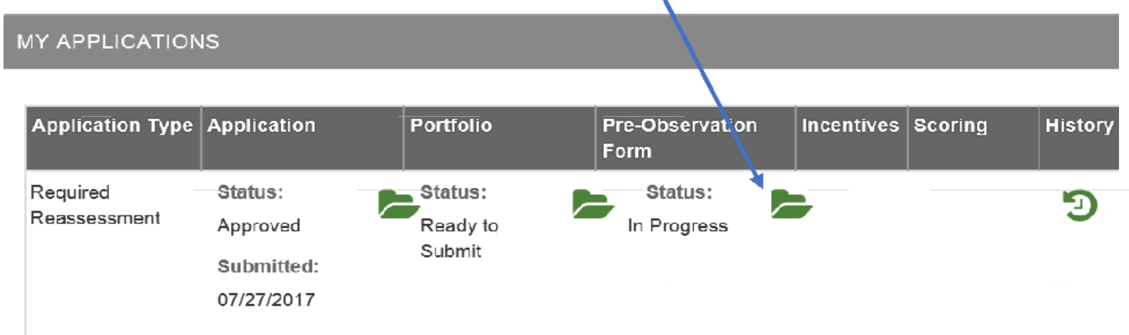
NOTES:

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 2 calendar days in which to complete the pre-observation information screens and upload your classroom schedules and rosters**. The 2 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 2 days.



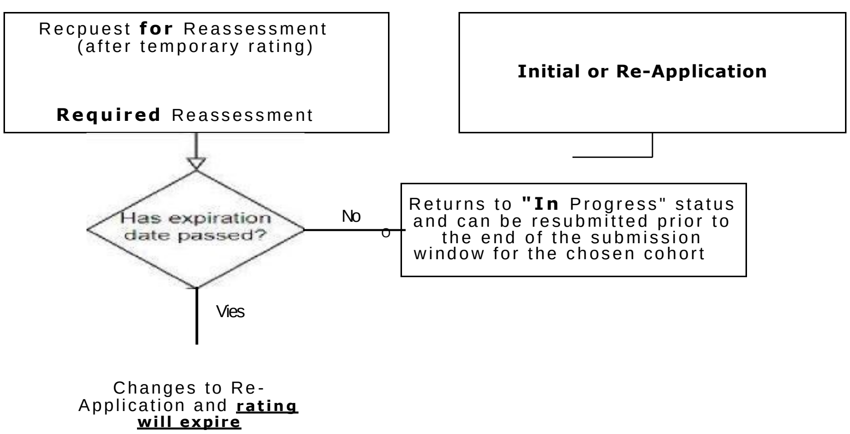
If the Pre-Observation forms, schedules, and rosters are not submitted by the date highlighted on this screen, the outcome will vary based on the application type. Regardless if the indicated due date falls on a weekday, weekend, or holiday, this is the absolute last day to submit Pre-Observation forms, 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 2-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.

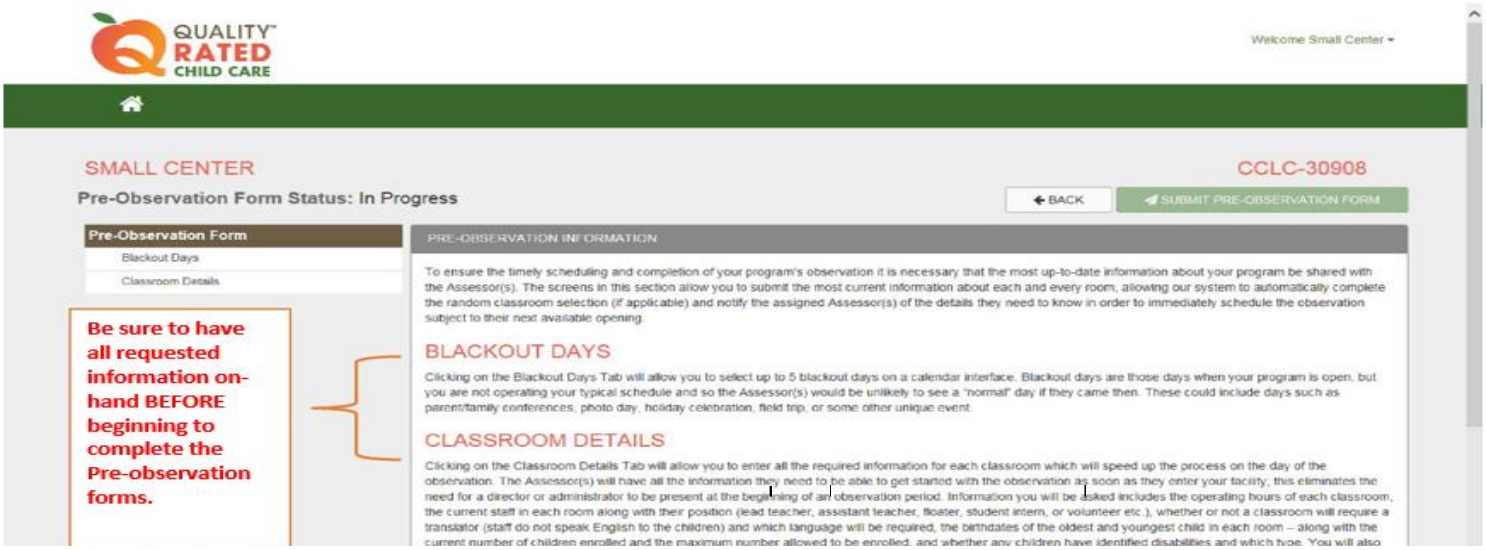


Click on the **folder in the “Pre-Observation Form”** column to continue with the submission process

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



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.

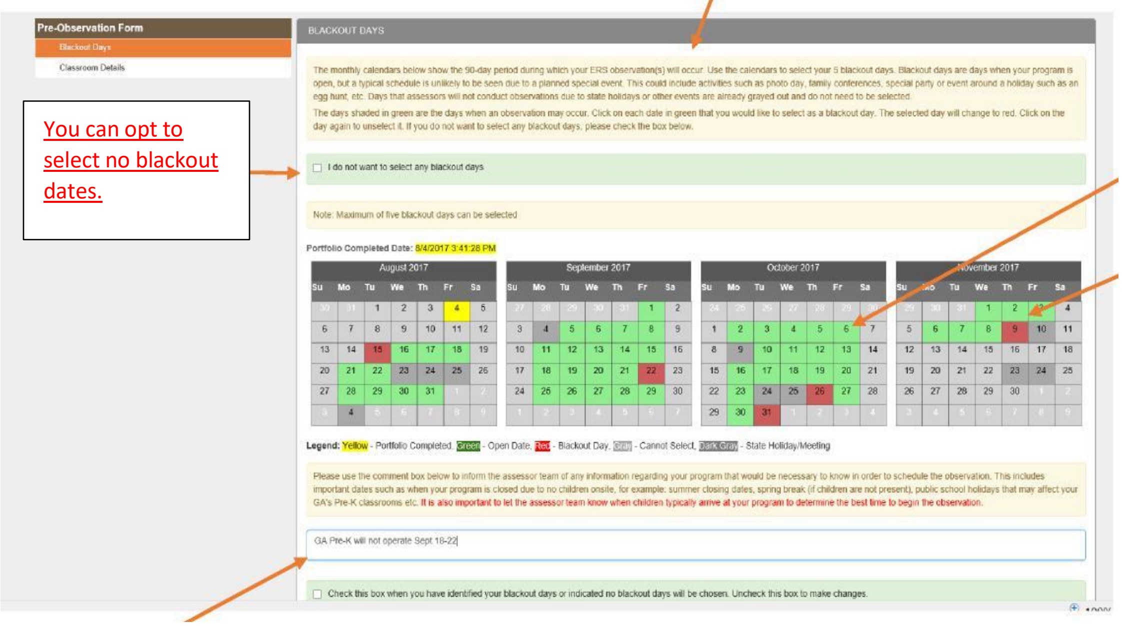
Click on the **"Blackout Days"** Tab to continue with the submission process.

NOTES:

BLACKOUT DAYS

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.

You can opt to select no blackout dates.



Up to five blackout dates may be selected by clicking the date in any of the green boxes on the calendar. The selected dates will appear **red**. If you need to make a change, you can un-select a day by clicking on the date again.

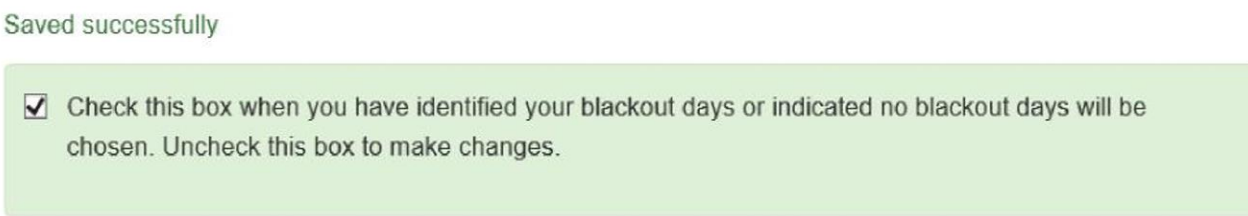
The **comment box** should include any additional dates the facility will be closed**,** information about classrooms that are not operating, or any other information that will be useful to the assessors.

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.

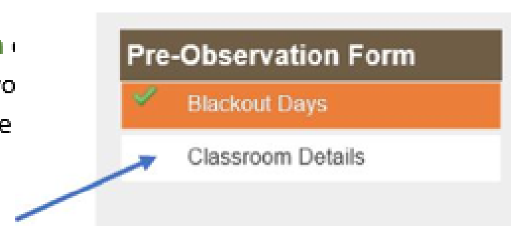
It is important to let the assessor team know when children typically arrive at your program so they can determine the best time to begin the observation. For example, even though your program may be open at 6:00 AM, most of the children in many of your classrooms do not arrive to begin their school 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.

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



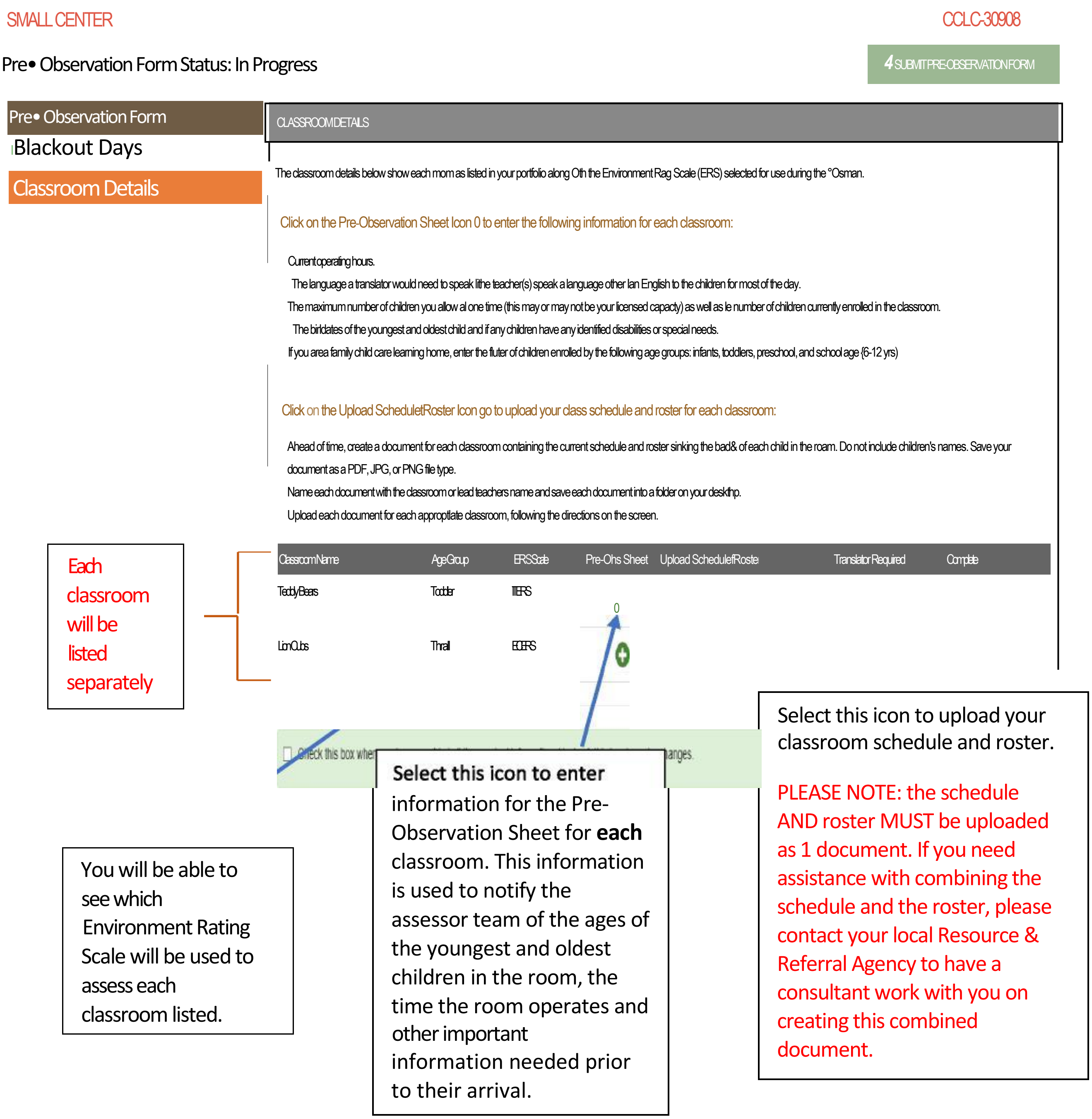
IMPORTANT: Once the portfolio and pre-observation information has been submitted to Quality Rated, you will not be able to change your blackout dates!

- Scroll back to the top of the screen. You will notice a **green** mark □ next to the Blackout Days Tab, this indicates that yo have completed the selection of your blackout days and are 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.



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:

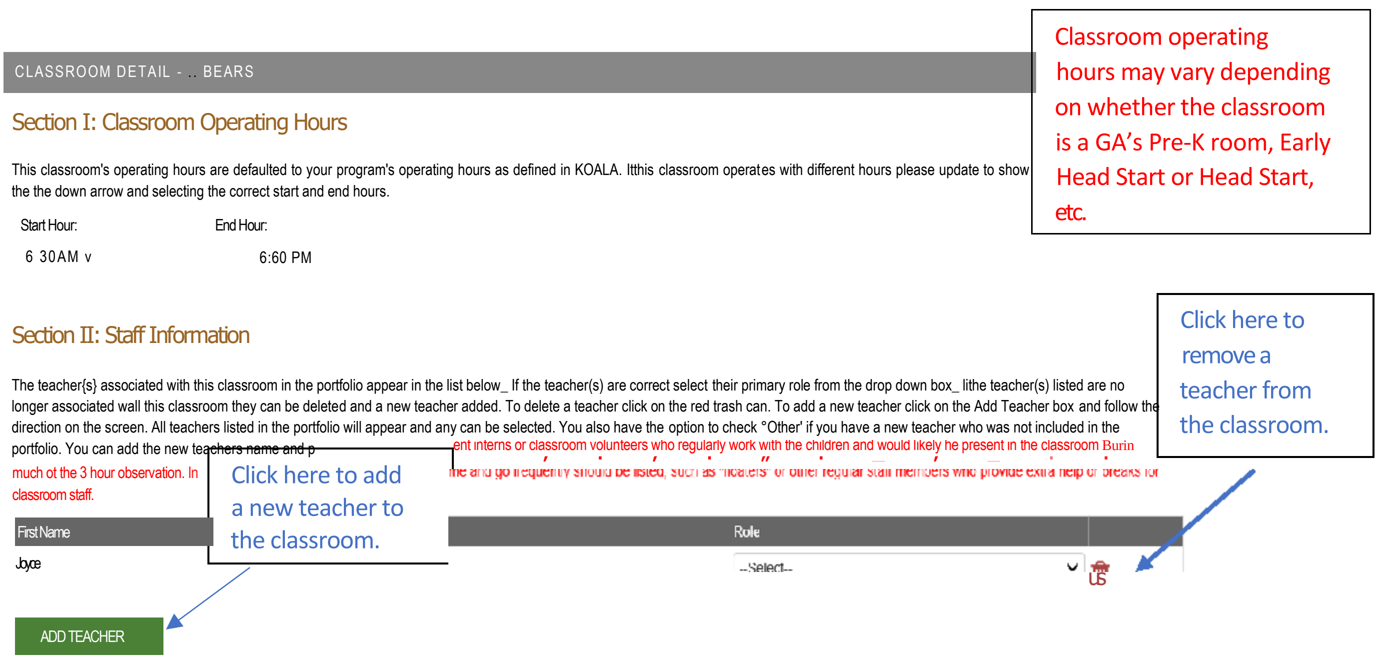
Current operating hours.

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.



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.

Add Teacher

Select Teacher: Other v

Role: Assistant Teacher v

First Name: Mickey

Last Name: Mouse

ra ADD CANCEL

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		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.

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 English is the language most often spoken to the children in this classroom, *and* not just for a special learning time (such as if a foreign language teacher comes into your program and providers a quick lesson during the observation).
- Checking "No" 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.

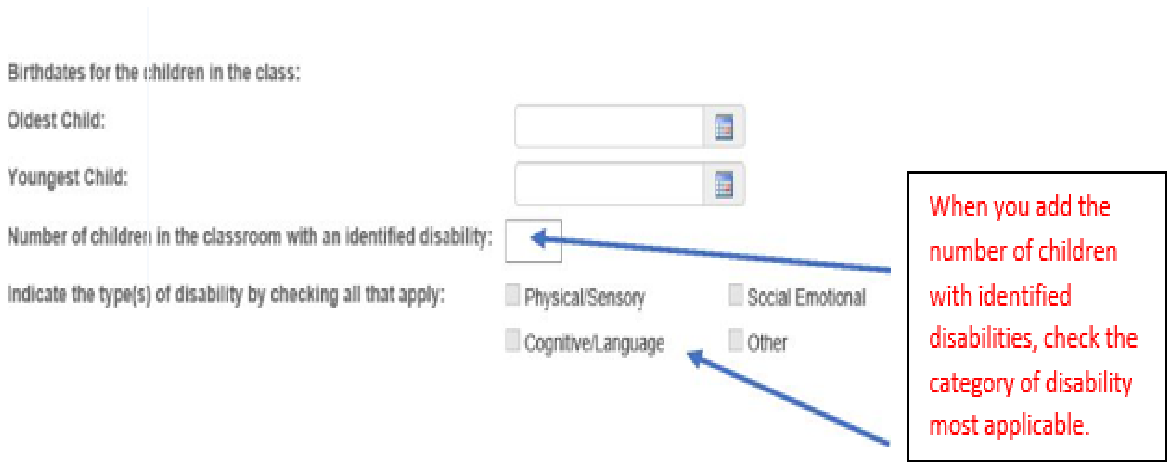
SECTION IV: TRANSLATION SERVICES	
Is English the language most often spoken to the children in this classroom?	○ Yes ○ No
If not, what language is spoken most often?	
Is a translator needed for an observation conducted in this classroom?	○ Yes ○ No

- If you choose no, you will have the option to type in the language spoken to the children during most of the day.

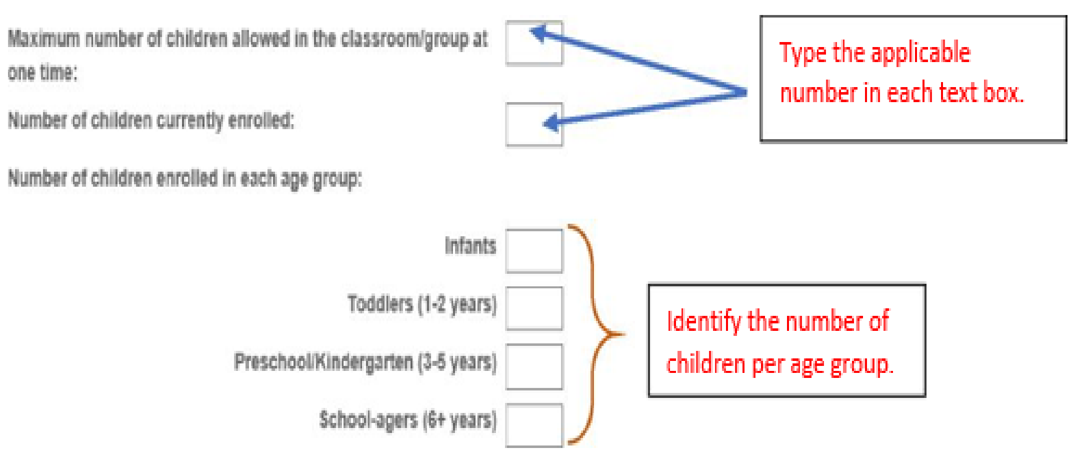
SECTION IV: TRANSLATION SERVICES	
Is English the language most often spoken to the children in this classroom?	○ Yes ◉ No
If not, what language is spoken most often?	Spanish
Is a translator needed for an observation conducted in this classroom?	◉ Yes ○ No

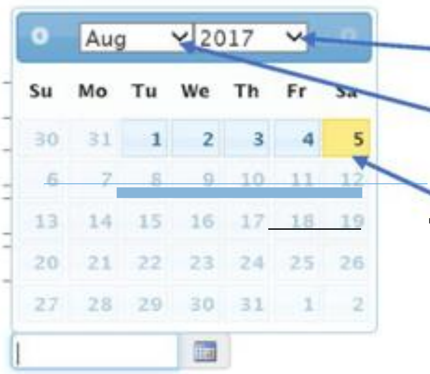
PLEASE NOTE: If a translator is required for the observation, the observation window may be increased in order for Quality Rated to secure an individual who can fluently speak the language required.

- 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.

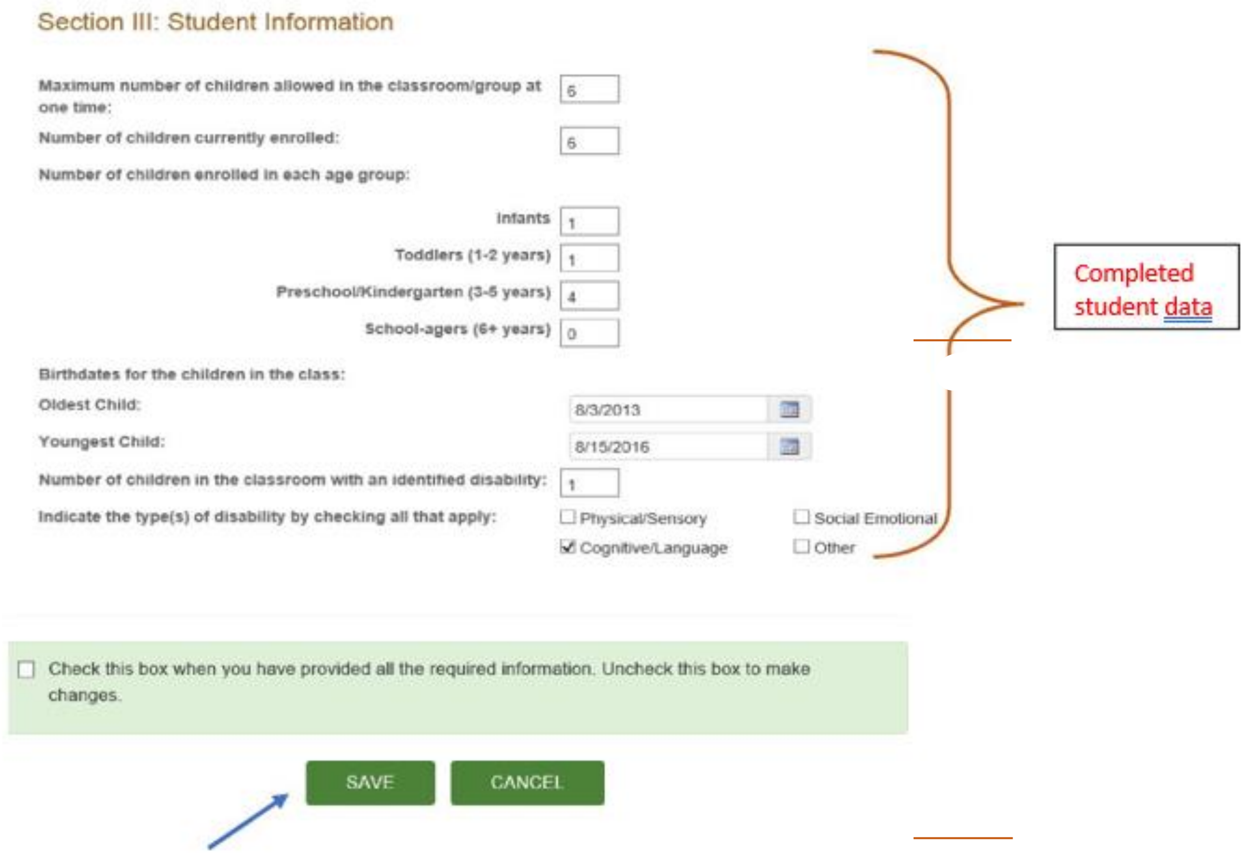


- When adding the birthdates for the oldest and youngest child in your program you will use a calendar interface. Click on the icon and a calendar will appear. You will click on the calendar to add the birthdates.





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.



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.

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.

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

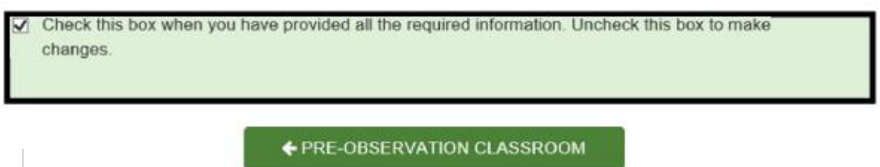
You can save the information you have added to this screen by clicking the **"Save"** button. You can come back later and make changes if you wish.

Saved successfully

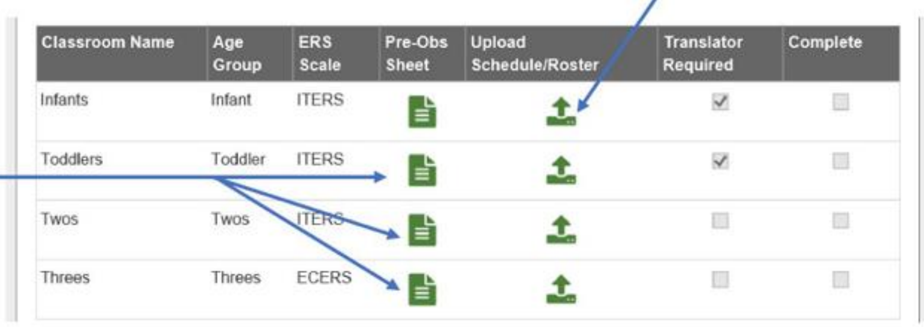
111 Check this box when you have provided all the required information. Uncheck this box to make changes.

SAVE CANCEL

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



- 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.



Classroom Name	Age Group	ERS Scale	Pre-Obs Sheet	Upload Schedule/Roster	Translator Required	Complete
Infants	Infant	ITERS			☑	☐
Toddlers	Toddler	ITERS			☑	☐
Twos	Twos	ITERS			☐	☐
Threes	Threes	ECERS			☐	☐

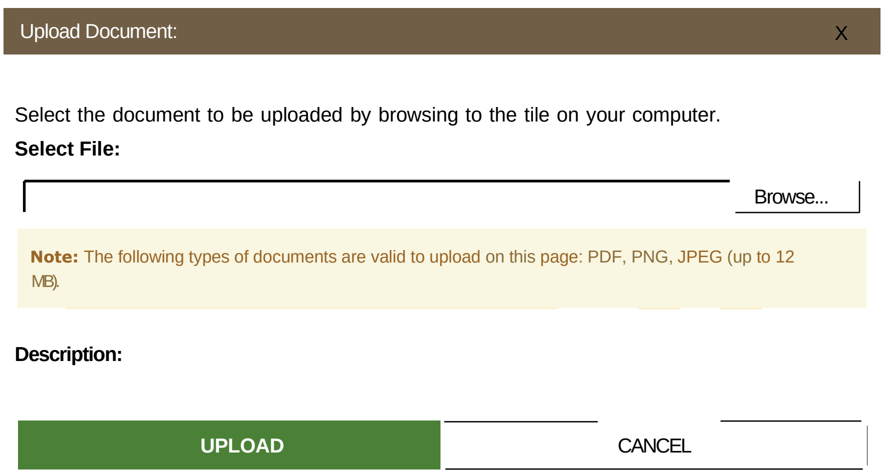
Upload Schedule/Roster

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 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.

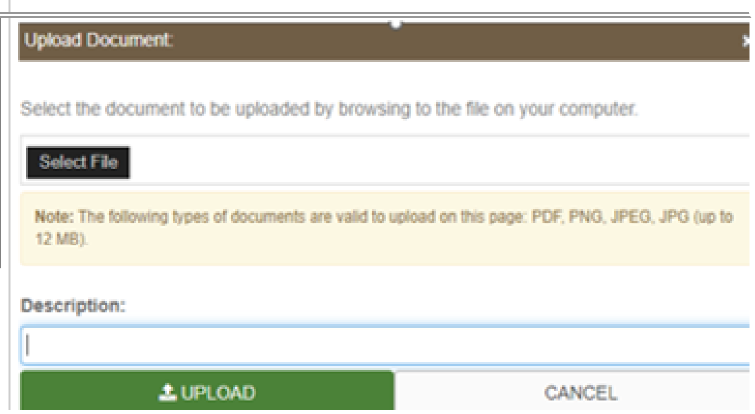
Upload Document Dialog box using Microsoft Internet Explorer or Edge, or Firefox web browser:



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

Upload Document Dialog box using Google Chrome web browser:

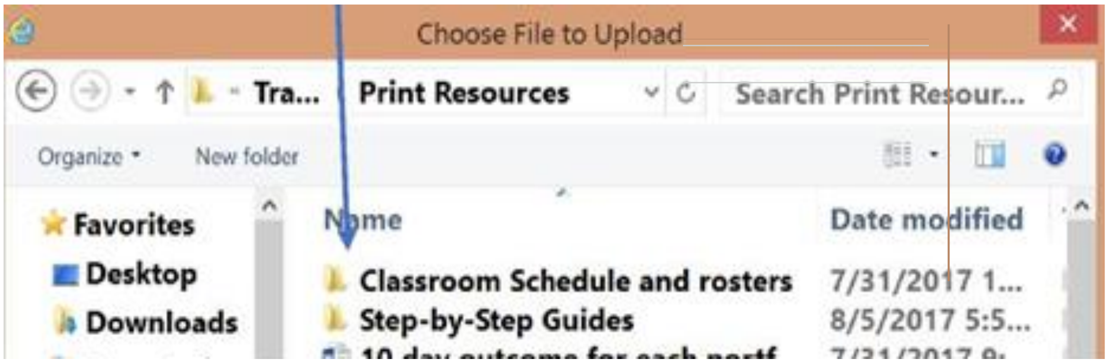
This version contains a **"Select File"** button that when you click will allow you to search your computer to locate the saved program daily schedule/roster.



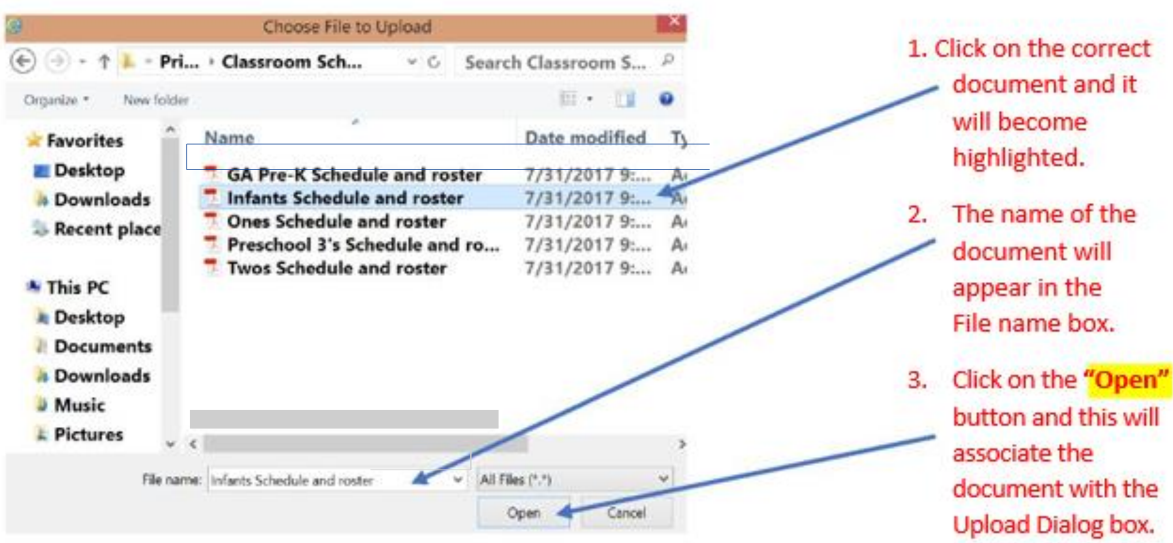
PLEASE REMEMBER: the schedule AND roster MUST be uploaded as 1 document, the system will not allow you to upload 2 files.

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 classroom schedule/roster document.

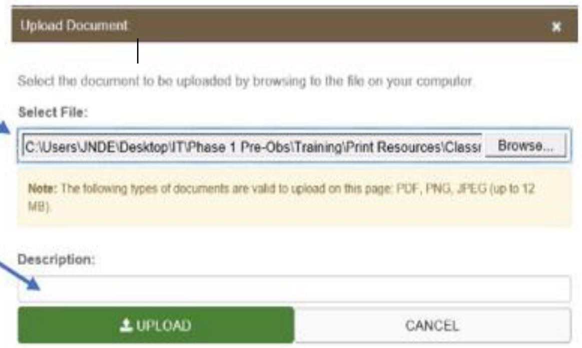
Locate the folder where you have saved your classroom schedule and roster documents and click to open it



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.



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.

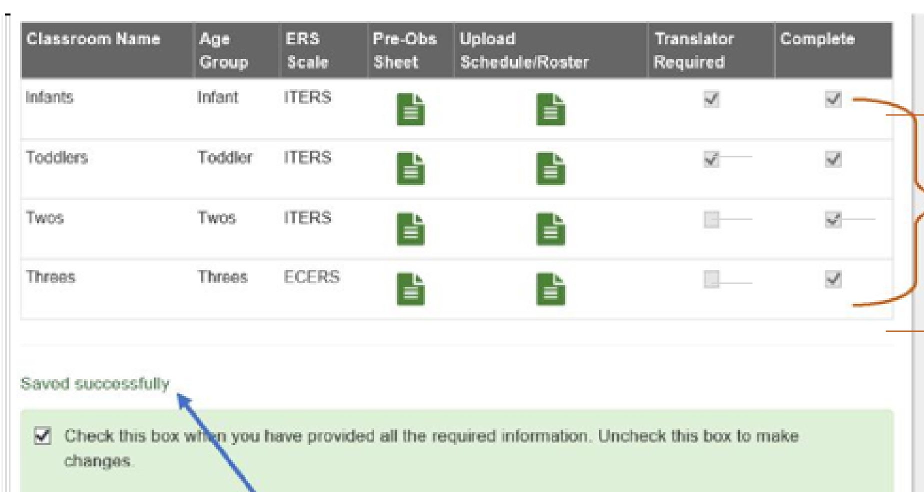


Click the **"Upload"** button to attach the document to the pre-observation screen.

If you accidently 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.

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.

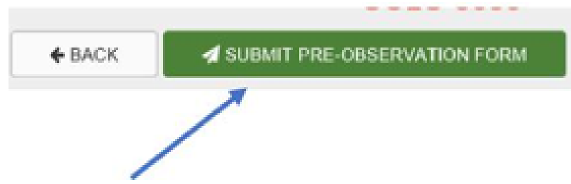


Notice that each classroom has a check mark ☐ in the **"Complete"** column. This indicates that all requirements have been completed and the pre-observation form can be submitted along with the portfolio.

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.



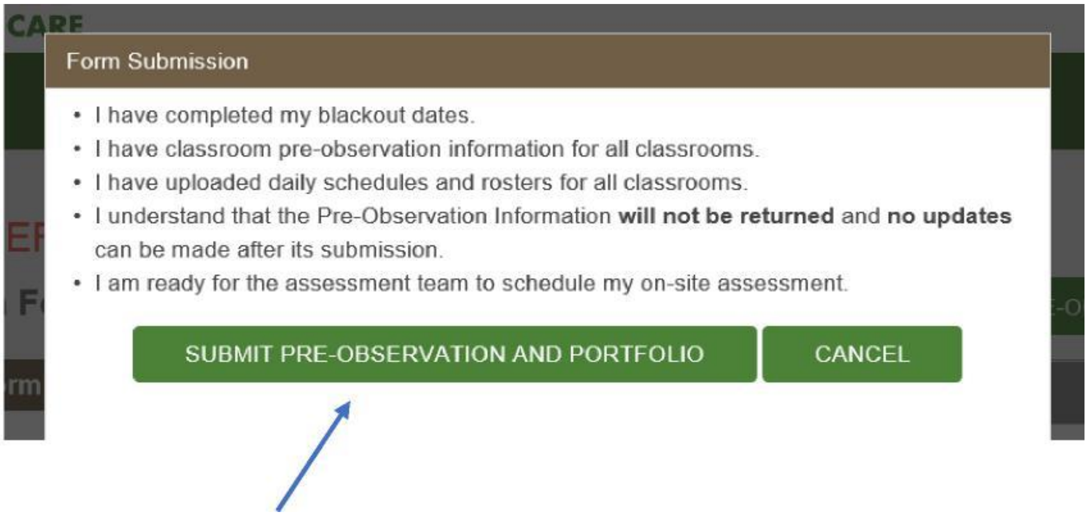
- Click on the **"Submit Pre-Observation Form"** button to finalize the process of submitting your portfolio.

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.

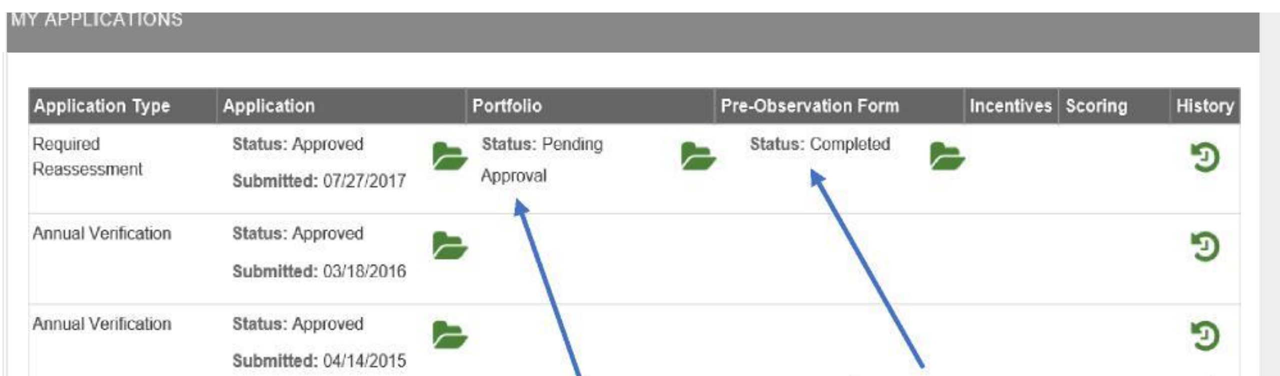
- If changes need to be made to the pre-observation information screens, you may choose cancel.
- No changes can be made to the portfolio.



- 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.

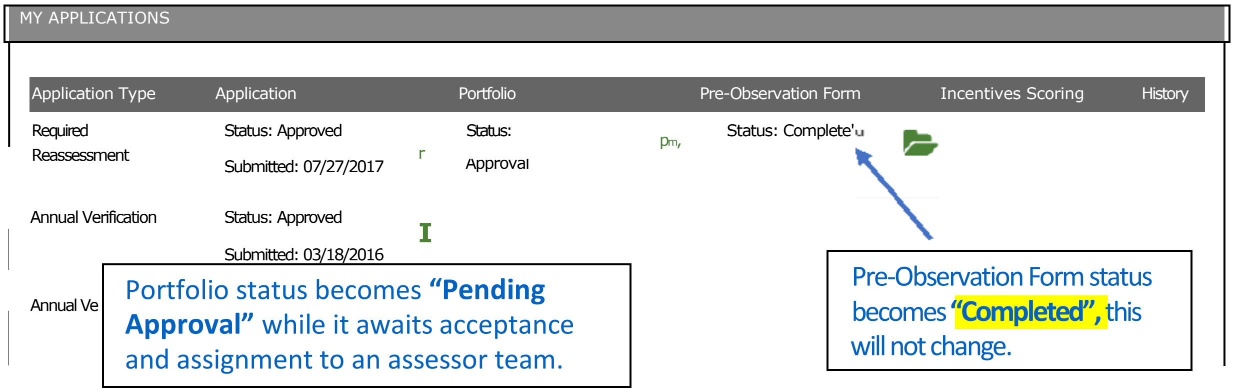
PLEASE NOTE: all information is read-only, and you are not able to go back and update, change, or edit any information.



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.

When you have submitted your portfolio and pre-observation information, you will receive an email confirming that your portfolio 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.



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 teachers 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@decal.ga.gov

Phone: (855) 800 - 7747

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