Annual Verification – Renewal Incentive/CQI Award
Step-by-Step Guide

APPLICATION for Renewal Incentive/CQI Award

Log into your Quality Rated account

- Click the **CREATE APPLICATION** button
- Review Licensing Information displayed in the application
  - Updates/corrections to Facility, Owner, Operating, and Head Start information must be made in KOALA
  - Contact your Child Care consultant listed under the "Facility Information" heading for assistance with changes that you are unable to make
- Review **Part 1 Site Information** and update the following information if needed:
  - Owner Information
  - Director Information
  - Classroom Information
    - Answer 'No' to the question asking if your program only provides after school care
  - Demographic Information
- Review **Part 2 Current/Past Technical Assistance Services** and update if needed
- Review **Part 3 Quality Accreditations** and update if needed
- In **Part 4 Annual Verification**, select Option 2 – Apply for Renewal Incentive/CQI Award
- Review **Part 5 Certification of Application** and update compliance information if needed
- Click box at the bottom of the page that says, "*Checking this box indicates you have reviewed the information provided in this form and attest to its accuracy.*"
- Click SAVE at the bottom of the screen
- Click SUBMIT

PORTFOLIO for Renewal Incentive/CQI Award

After your Application is approved, click the **CREATE NEW PORTFOLIO** button on your Home screen to create your Renewal Portfolio.

Carefully check the information in each Standard and refer to the Rating Rubric for specific details on how points are earned.

Remember to click SAVE in each Standard when updating or entering new information.

All 3 Standards must be completed to apply for the CQI Award.

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STANDARD 1 – Director and Teacher Qualifications

Staff Qualifications

- Review the list of staff members from the GaPDS (Georgia Professional Development System)
  - Each new employee must create a GaPDS account or change their previous employer information in the GaPDS, if the employee is already registered. Staff will automatically transfer to Standard 1 when the license number is changed.
  - Uncheck the box for any staff member that is no longer employed (former employees will remain in Staff Qualifications until they change or delete their employer number in the GaPDS)
  - An **Incomplete** status indicates that the staff member **has NOT submitted their GaPDS profile**.
    - Receiving a PDS number does not indicate that the profile was submitted
    - The GaPDS Help Desk cannot view a person's profile until it is submitted
- Check credentials for expiration dates. Submit any new credentials obtained.
  - **Allow 60 days for credential verification in the GaPDS**
- Staff must enter all training in the GaPDS
  - Submit all new training certificates. (Certificates can be directly uploaded into the staff member's GaPDS Profile. For detailed information, visit gapds.decal.ga.gov)
  - Training for the previous 12 months from the date the Portfolio is submitted (Ready to Submit status) will be counted for Quality Rated purposes. Refer to the Rating Rubric for the specific number of hours required.
- Update the number of Teachers and Administrators in the boxes located above the list of staff members
- Check the box at the bottom of the screen to indicate that all staff listed are current and active
- Click on SAVE on the bottom of the screen

Classroom Definition

- Add NEW classrooms, if applicable
  - Enter number of teachers
  - Enter number of children
  - Click SAVE
- Update information in each existing classroom
  - Update number of teachers
  - Update number of children
- Check the box at the bottom of the screen to indicate that the information in EACH classroom is complete

Teacher Class Assignment

- Add/delete/change teacher assignments for EACH classroom
  - Update days of the week for each teacher
  - Update hours for each teacher
  - Click SAVE at the bottom of the classroom screen
  - Repeat these steps until the teacher assignments for each classroom are complete
- Check the box at the bottom of the screen to indicate that the teacher assignments, days of the week, and hours are correct for EACH classroom

Professional Learning Plan (PLP)

- Click on the Professional Learning Plan link to retrieve a PLP template
- Each administrator, lead teacher, and assistant teacher should complete a new Professional Learning Plan (remember to include competency area, Quality Rated topic, and hours of training)
- Click the Add icon (+) next to each staff member's name to upload the new Professional Learning Plan
- Check the box at the bottom of the screen to indicate that plans have been uploaded

National Accreditations

- Upload current National Accreditation certificate(s) reflecting the expiration date(s)
- Check the box at the bottom of the screen to indicate all certificates have been uploaded, or if no accreditations have been earned

STANDARD 2 – Child Health, Nutrition, and Physical Activity

Assessment

- Complete a NEW Nutrition and Physical Activity Assessment

Nutrition Results

- Review results of the Nutrition Assessment
- Create an annual Improvement Plan for one or more indicators
- Check the box at the bottom of the screen to indicate all improvement plans have been added

Physical Activity Results

- Review results of the Physical Activity Assessment
- Create an annual Improvement Plan for one or more indicators
- Check the box at the bottom of the screen to indicate all improvement plans have been added

CPR/First Aid Certification

- All staff persons should enter their CPR and First Aid certification credentials in the GaPDS under "Other Career Data"
- Check the box at the bottom of the screen to indicate that current CPR and First Aid credential information has been entered in the GaPDS

STANDARD 3 – Family Engagement

Overview of Five Protective Factors

- Each new staff member must complete the Strengthening Families training
    - Print certificate upon completion of training
    - Enter the completed training in GaPDS
    - Submit the new training certificate as indicated on screen
- Check the box at the bottom of the screen to indicate the training and required GaPDS entry and certification submission have been completed

Family Engagement Self-Assessment

- Complete a NEW Family Engagement Self-Assessment
- Check the box at the bottom of the first screen to indicate that the assessment is complete

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Renewal Incentive

CQI Award Application

- Choose the Standard in which you will base your CQI Award:
  - Standard 1 - Training
  - Standard 2 – Health, Safety, and Nutrition
  - Standard 3 – Family Engagement
  - ERS – A provider may choose an area in which ERS scores indicate improvement may be needed
- Complete the online CQI Award application
  - Click SAVE to retain your responses
- Check the box at the bottom of the screen to indicate that you have completed the CQI Award application

CQI Award Budget

- Refer to the document "Renewal Incentive/CQI Award Parameters" under Step-by-Step Guides for detailed information on how the CQI Award funds may be used

- The CQI Award Budget must coincide with the goals stated in the application and include the following:

  - Materials and Equipment
    - Itemized list
    - Number being purchased
    - Cost of each item
    - Vendor
  - Training
    - Name of training
    - Number of staff attending
    - Cost of training
    - Trainer or conference where training is being held
  - Conference
    - Name of conference
    - Date of conference
    - Number of staff attending conference
    - Conference fee

- Create your budget

- Upload your budget to the CQI Award Budget screen

- Check box at the bottom of the screen to indicate you have uploaded your budget

Click on the SUBMIT PORTFOLIO button (upper right-hand corner) to submit your portfolio for review.