Step 4: Submit for Validation

START

"Hello and Welcome the Orientation webinar for out-of-school time programs interested in participating in Great Start to Quality. This is last video of 4 to support you to complete the self-assessment process and submit your program to become a rated program. Each video in the series is designed to help you know exactly how to complete the process on your own if you'd like. If at any point you would like assistance you can contact your Great Start to Quality Resource Center that phone number will be up at the end of the video.

In this video, we will walk through the next three steps of the rating process for out-of-school time programs participating in Great Start to Quality.

First, we'll cover how to submit your program for validation.

Next, we'll move step-by-step through the validation process and the assessment process. As a reminder, validation is the process during which a Validator reviews your uploaded documentation to determine which points your programs earned based on answers you selected in the Self-Assessment Survey.

Assessment is conducted on-site at your program, a trained valid and reliable assessor will visit the program and complete the School Age-Program Quality Assessment, with Extended Scales. Finally, we'll cover where a program's rating is published, what tools are given to programs to communicate about their ratings and how to decline a program's rating.

Using the out-of-school time page on Great Start to Quality, out-of-school time programs that have completed their self-assessment survey and uploaded their documentation into a shared folder are ready to Submit for Validation. Clicking this button will open a webform that you must complete to submit your program. Until this webform is completed and submitted the program has not yet started the validation process.

Complete the form being careful to check for typos, especially in your license number. Once you have submitted the program for validation the next step will be for a member of the validation team to contact you and confirm your program information.

Your first call will be, as mentioned in the previous slide, to confirm your program's information, making sure that the correct self-assessment survey and documentation folder are linked and that if there is a discrepancy between what has been provided by the program and what is on file with licensing that it can be clarified.

The next call will come from a scheduler, this person will work with you to schedule your validation. It is possible that the validation will be conducted during this call,

but it's likely that the validation will be scheduled for a later date that work for both the validator and program.

The third call will be the call during which the program's validation will be conducted.

If any of the **calls are not answered** the program has three business days to return the call. If a program does not make contact within three business days the validator will take the program out of line for validation. Programs will need to complete and submit the 'Submit for Validation' form again to be relisted for validation.

Validation is a conversation about your program with a trained validator for Great Start to Quality. It provides you an opportunity to ask any questions you have and for the validator to better understand your program. Depending on how many questions both of you have the process usually takes about an hour. The person from your program who speaks with the validator will want to be able to engage in a conversation, and may want to plan to have time away from program activities to do so.

These are the items that Validators recommend you have access to during your validation. All of these should be in the program's Dropbox.

Another thing that will happen during Validation is that the Validator will ask you about any other documents you might want to upload, now that all of the documentation has been reviewed. During the program's Validation the Validator will keep track of these documents, and will send an email with a list of the documents you said you wanted to upload after your validation call. For these documents to be included you must add them directly into your Dropbox folder.

Once you are finished you **can email outofschooltime@ecic4kids.org** to confirm your program is ready for final validation. If you choose not to email or do not upload documents, final validation will start one full week after your validation call.

The validation report will look very similar to your Self-Assessment Survey. It will include an explanation for the decision on each indicator, as well as the program's validated rating. The report will also show the difference between the self-assessment rating and the final validated rating, if there is one. In instances where the program and the validator differ on if credit is earned, the validator will provide a narrative justification for why the program did not demonstrate meeting the indicator. Support is available from outofschooltime@ecic4kids.org to understand your program's results. You can email and request a conversation about those results.

Currently, 4 or 5 Star programs are eligible to have the schoolage program quality assessment administered by a valid and reliable assessor at no cost to the program.

Programs that validate at a 1, 2 or 3 Star, they will receive the detailed PQA report and score, but the score will not be figure into the programs final rating. Programs that validated at a 4 or 5 star however will need to receive a minimum score to post at their respective ratings. Programs that validate at a 4 must receive a minimum score of 3.5 or higher on the PQA, and 5 Star must receive a 4.5 or higher.

If a 4 star does not score at least a 3.5 the programs published rating would be a 3 star. If a five star doesn't score a 4.5 or higher the program's published rating would be a 4 star.

Any program, regardless of rating, can decline Assessment, it is completely voluntary, like the entire process. If you are not interested in participating in Assessment you can communicate that when you are contacted to schedule the validation. If there are special considerations an Assessor needs to make regarding your program, perhaps a schoolagers who struggles with strangers, please be sure to share that during the scheduling call for assessment.

The more you can tell us about your program the better we can plan a positive experience.
What to Expect
Assessors should fade into the background and observe a typical program day with the majority of children in attendance. They will arrive prior to program start time to meet the staff lead and prepare to introduce themselves. While they will not ignore children, they are not going to engage with schoolagers or staff during the observation. Their job is to try to observe as much about the program as possible during the time they are there. It is possible the Assessor will need to speak to the lead staff person to ask clarifying questions; if the person you have identified as the lead staff is **not** at the program the day of the Assessment please be sure to identify another staff person who can respond to questions.

Please be aware that Assessors **cannot** answer questions about their observations, the assessment or your program's score. They can direct you to the best person for any questions you have.
The Assessor will spend time following your program's assessment creating a report with the results. The report will provide narrative about each item on the SA-PQA with extended scales that was observed. The Assessor will provide a brief narrative with supporting evidence for each score with a focus on quotes from staff and schoolagers. The report, when completed will be uploaded into the program's shared folder on Dropbox. If you have any questions about your score you can contact outofschooltime@ecic4kids.org.

The last step in the process is the program's rating being published. All ratings are published on Great Start to Quality. If you wish to decline your program's rating for

any reason, meaning that you do not want the rating made publicly available and you are not interested in the higher reimbursement rate through the CDC program, email outofschooltime@ecic4kids.org with the subject line: Decline Our Rating.

Programs that are published will receive some materials to support them to communicate about the rating: a certificate you can print and display at the program.

A letter that explains the rating and great start to quality, this can be great to share with partners and program staff.

A template letter that you can complete with information about the program and provide to families.
Assistance from your Great Start to Quality Resource Center updating your programs profile. Where families can search here to find child care, preschool, before/after school and other licensed out of school time programs. So, let's take a look at where families can search one more time. Families can search by visiting Great Start to Quality and accessing a portal. They can log in or log in as a guest. To search for programs, they start by selecting the type, though there are many options they can add to find exactly what they need. Some of this information is pulled from licensing, and some of it is pulled from the program themselves who choose to update their profiles with their information. Families can also search by program type and name. Programs default to loading in a summary view where you can see information about each program, or can also look at programs on a map to find programs close to you or work. You are also able to email the results to yourself or print them if you'd like to look at them later or share them with someone else. Programs who have higher ratings will show up first by default, you can also access this menu to sort in different ways. So once your program becomes rated or if you'd just like to update your profile you can contact your Great Start to Quality Resource Center to get information about your program inside your portal on great Start to Quality.

Once you've finished this video you are ready to Submit for Validation! This will trigger the steps that were covered in this video, Validation and Assessment and end with the program's published rating in Great Start to Quality. If you have questions or need any support, you can always email outofschooltime@ecic4kids or call your local resource center at 1-866-614-7328".

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