VQB5 Data Verification Resource Guide

Practice Year 2 (2022 – 2023)

VIRGINIA DEPARTMENT OF EDUCATION

VQB5 Data Verification: The Why

Data verification helps ensure accuracy and build credibility for VQB5 by enabling every site to verify their individual information before it is public.

- Before the publication of VQB5 ratings and quality profiles, Data Verification will provide sites with an opportunity to verify information, review any score replacements that have taken place, or request corrections prior to the information becoming publicly available.

- Data verification is the final opportunity sites will receive to review, confirm, and if needed, contest any data or rating information that will be included in the public VQB5 Quality Profile each year. The accuracy of the overall system depends on every partner ensuring that their individual information is accurate.

- At the conclusion of the annual data verification process, VDOE will make changes to quality profiles as necessary, and finalize quality profiles before publication. The first public release of VQB5 ratings and quality profiles will be in Fall 2024.

- The data verification period begins on or around July 15 every year and will remain open for at least 10 business days.

VQB5 DATA VERIFICATION: PRACTICE YEAR 2

All sites that are receiving a VQB5 PY2 Quality Profile will have the opportunity to participate in a data verification process prior to PY2 profiles being finalized.

- PY2 Data Verification will provide sites with the final opportunity to verify information, review practice rating results, or request corrections. At the conclusion of the PY2 data verification process, VDOE will make changes to PY2 quality profiles as necessary before finalizing.

- Ready Regions and VDOE's VQB5 team will provide support to site administrators during the verification period.

- The process will be done through LinkB5 and an online form.

  - Information gathered during this practice year will help inform next year's data verification process before ratings are posted publicly.

- The verification period for Practice Year 2 is **July 17 – July 28.**

TIMELINE OF EVENTS FOR PRACTICE YEAR 2 DATA VERIFICATION: JULY 17 – JULY 28

Monday, July 17

- PY2 site quality profiles will be posted in LinkB5 at 12:01am.

- Site administrators and Ready Regions leads will be notified by email that profiles are live on Monday morning.

Monday, July 17 – Friday, July 28

- Site administrators will log in to LinkB5 and navigate to the Reports tab to download and view the **VQB5 PY2 Quality Profile (2022-2023)** report.

- **If a site wants changes/corrections to the Site Information section of their profile:** They will click the link on their profile and be led to an online form to complete. They will receive a corrected quality profile when official results release in the Fall.

- **If a site does <u>not</u> want changes/corrections to the Site Information section of their profile:** They will have no further action items. They will receive the same quality profile when official results release in the Fall.

Friday, July 28

- Data verification will end and LinkB5 will close at 11:59pm.

VQB5 PY2 Data Verification Timeline

JULY						
Sunday	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Saturday**
2	3	4	5	6	7	8
9	10	11	12	13	14	15
	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

July 17, 12:01am: Data Verification Profiles Posted in LinkB5

July 28, 11:59pm: Data Verification Closes

OVERVIEW OF PY2 QUALITY PROFILE FOR DATA VERIFICATION

Site Performance: This information is based on CLASS observations and curriculum data and **CANNOT** be changed using the form.

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VQB5 Practice Year 2 Quality Profile	
SITE PERFORMANCE 2022-2023*	
Site Name: ABC Childcare	**Site ID:** 1234
Practice Year 2 Rating: Meets Practice Year Expectations	

Interactions Points: 465 points	Curriculum Points: 100 points	Total Points: 565 points

Interactions Performance Information		
Observations using the CLASS® tool were completed in every classroom at this site, in the fall and spring, to measure the quality of teacher-child interactions.		
Infant Classrooms	**Toddler Classrooms**	**PreK Classrooms**
CLASS Scores Exceed Practice Year Expectations	CLASS Scores Need Support	CLASS Scores Meet Practice Year Expectations

Curriculum Performance Information
This site reported using a VDOE approved curriculum in at least one classroom.

SITE INFORMATION	
Site Address: 123 Sesame Street, Richmond VA 22222	
Ready Region: Ready Region 4 - Central	
Site Email: director@abcchildcare.com	**Site Phone:** 111-111-1111
Days of Operation: Year-Round; M/T/W/Th/F	**Other care options:** Offers Drop-In; Offers Afterschool
Age Levels Served: Infants (0-15 months); Toddlers (16-35 months); 3 year olds; 4 year olds	**Site Type:** Center
Site Website: abcchildcare.com	**Public Funding Information:** Child Care Subsidy; VECF Mixed Delivery
View Practice Rating User Guide for more information about site performance results.	

*The site profile information and performance results are based on information entered in LinkB5 during the 2022-2023 year. Interactions results are based on local CLASS observations that were coordinated by your Ready Region. Use of an approved curriculum is not required for VQB5. Questions can be sent to vqb5@doe.virginia.gov.

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VQB5 Practice Year 2 Data Verification

Data verification is the final opportunity sites will have to review, confirm, and if needed, contest any data or information that will be included in the VQB5 Quality Profile. Ready Regions and VDOE's VQB5 team will provide support to site administrators during the verification period. Information gathered during this practice year will help inform next year's data verification process before ratings are posted publicly.

The verification period begins on Monday, July 17th at 12:01am and will remain open until Friday, July 28th at 11:59pm.

Instructions:
Review the information in the table above. If you would like to update any site information featured in your site's VQB5 Practice Year 2 Quality Profile, click the link below to view the Data Verification Form.

EXAMPLE SURVEY LINK

When completing the form, you will only be allowed to submit changes for the Site Information section of the profile. If you have questions about the Site Performance section, please reach out to your Ready Region or contact VDOE at vqb5@doe.virginia.gov. The form is only able to be submitted once per site; please ensure that the information entered before clicking submit.

If your site information is correct and you do not wish to make any not need to complete a Data Verification form.

If you have any questions, please reach out to your Ready Region vqb5@doe.virginia.gov.

Instructions & Link to Data Verification Form

Site Information: This information can be changed using the form.

How To Complete Data Verification

A Step-by-Step Guide

DATA VERIFICATION: STEP BY STEP SUMMARY

Step 1

- Log in to LinkB5 to and navigate to the **Reports** tab.

- Download and open the **VQB5 PY2 Quality Profile (2022-2023)** report.

Step 2

- Review the PY2 Quality Profile & determine if the *Site Information* is accurate.

- **If the *Site Information* is accurate**, there is no further action needed. **If it is not accurate,** continue to Step 3.

Step 3

- Click the link in the PY2 Quality Profile and go to the **Data Verification Form**.

Step 4

- Complete and submit the **Data Verification Form** for data elements in the *Site Information* section in need of updates.

- **NOTE**: Each site may only submit the form once.

STEP 1: DOWNLOAD THE PY2 QUALITY PROFILE

- Log in to LinkB5 (https://linkb5.virginia.edu/user/login).

- Navigate to the **Reports** tab.

- Download and open the **VQB5 PY2 Quality Profile (2022-2023)** report.

STEP 2: REVIEW THE PY2 QUALITY PROFILE

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Curricula Used	Frog Street Toddler, Frog Street 3's, Frog Street 4's	
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When completing the form, you will only be allowed to submit changes for the **Site Information** section of the profile. If you have questions about the **Site Performance** section, please reach out to your Ready Region or contact VDOE at vqb5@doe.virginia.gov. The form is only able to be submitted once per site; please ensure that the information entered is accurate and thorough before clicking submit.

If your site information is correct and you do not wish to make any changes to your profile, you do not need to complete a Data Verification form.

If you have any questions, please reach out to your Ready Region or contact VDOE at vqb5@doe.virginia.gov.

Overview of PY2 Quality Profile for Data Verification

Site Performance: This information is based on CLASS observations and curriculum data and **CANNOT** be changed using the form.

VQB5 Practice Year 2 Quality Profile

SITE PERFORMANCE 2022-2023*

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If you have any questions, please reach out to your Ready Region vqb5@doe.virginia.gov.

Instructions & Link to Data Verification Form

Site Information: This information can be changed using the form.

STEP 3: GO TO THE DATA VERIFICATION FORM

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Instruction
Review the information in the table above. If you would like to update any site information [on your site's] VQB5 Practice Year 2 Quality Profile, click the link below to view the Data

CLICK HERE

EXAMPLE SURVEY LINK

[form, you will only be allowed to submit] the **Site Information** [section. If] you have questions about the **Site Perf**[ormance] [se]ction, please reach out [to] your [Read]y Region [or] contact VDOE at vqb5@doe.virginia.gov[. It] is only able to be [su]bmitted [on]ce per site; please ensure that the information enter[ed i]s a[ccura]te and thorough before clicking submit.

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If you have any questions, please reach out to your Ready Region or contact VDOE at vqb5@doe.virginia.gov.

LANDING PAGE OF THE DATA VERIFICATION FORM

VIRGINIA DEPARTMENT OF EDUCATION

Use this form to update any site information featured in your site's VQB5 Practice Year 2 Quality Profile, found in the reports section of LinkB5. **The link to this form is unique to your site VDOE Test Case, Site ID: 123456789 -- please do not share this link with anyone outside of your site.**

When completing the form, you will only be allowed to submit changes for the Site Information section of the profile. If you have questions about the Site Performance section, please reach out to your Ready Region or contact VDOE at vqb5@doe.virginia.gov. The form is only able to be submitted once per site; please ensure that the information entered is accurate and thorough before clicking submit.

If your site information is correct and you do not wish to make any changes to your profile, you do not need to complete this Data Verification form.

If you have any questions, please reach out to your Ready Region or contact VDOE at to vqb5@doe.virginia.gov.

Please select the data fields below that you would like to make changes to.

- [ ] Site Address
- [ ] Site Email
- [ ] Site Phone Number
- [ ] Days of Operation
- [ ] Other Care Options
- [ ] Age Levels Served
- [ ] Site Type
- [ ] Site Website
- [ ] Public Funding Information

Next page ›

LANDING PAGE OF THE DATA VERIFICATION FORM

Please select the data fields below that you would like to make changes to.

- ☐ Site Address
- ☑ Site Email
- ☐ Site Phone Number
- ☑ Days of Operation
- ☐ Other Care Options
- ☑ Age Levels Served
- ☐ Site Type
- ☐ Site Website
- ☐ Public Funding Information

NOTE: When completing the form, be sure to only select the data fields that need to be updated.

STEP 4: COMPLETE AND SUBMIT THE FORM

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- ☑ Other Care Options
- ☑ Age Levels Served
- ☐ Site Type
- ☑ Site Website
- ☐ Public Funding Information

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Site phone number:

111-222-3333

Care options:

- ☑ Drop-In
- ☐ Overnight
- ☑ Extended Hours
- ☐ Afterschool
- ☐ None of these

Age levels served:

- ☑ Infants (0-15 months)
- ☑ Toddlers (16-35 months)
- ☐ 3 year olds
- ☐ 4 year olds

Site website:

dataverification.com

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Thank you for submitting your site's VQB5 Practice Year 2 Data Verification Form.

COMPLETING THE FORM ON A MOBILE DEVICE

- For convenience, the Data Verification Form may be submitted on a mobile device. All steps and information for completing the form, including the information in this guide, will remain the same.

- [Click here](#) to see a video demonstrating how Data Verification can be completed on a mobile device.

- Note: This video has no sound.

Frequently Asked Questions

FAQs About the Data Verification Process

- What should a site do if all the information in the Site Information section of their quality profile is correct?

    - They do not need to do anything and should <u>not</u> complete the data verification form.

- What if a site disagrees with or has concerns about the *Site Performance* section of the quality profile?

    - Sites should review the information in the [PY Rating Guide](#) for detailed information about how site performance ratings are determined. If concerns remain, they should email vqb5@doe.virginia.gov.

- I missed the July 28 deadline. What should I do?

    - When LinkB5 opens for VQB5 registration, update site information during registration.

- I submitted changes on the Data Verification Form. Will those changes be reflected in LinkB5?

    - No, you will <u>only</u> see the updates reflected in the final PY2 Quality Profiles. You will need to make sure that information in LinkB5 is correct during the 2023-2024 VQB5 registration process in LinkB5.

FAQs About the Data Verification Form

- The link to the data verification form isn't working. What should I do?
    - Please email vqb5@doe.virginia.gov **ASAP** and VDOE staff will reset the link. Please include the site ID on your quality profile.

- I am a multi-site administrator. Do I need to complete one form per site?
    - Yes. Each site has its own unique link. If each of your sites has corrections, you will need to complete one form per site.

- How many times can I complete the form?
    - Once. You may use the link provided to return to the form, but you may only submit the form one time.

- Who will have access to my site's data verification form?
    - Every site administrator in LinkB5 will have access to the PY2 Quality Profile and data verification instructions. However, the form may only be submitted **once** per site. We suggest that sites designate one person to oversee submission of the data verification form.

QUESTIONS?

Contact VDOE at **VQB5@doe.virginia.gov**

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