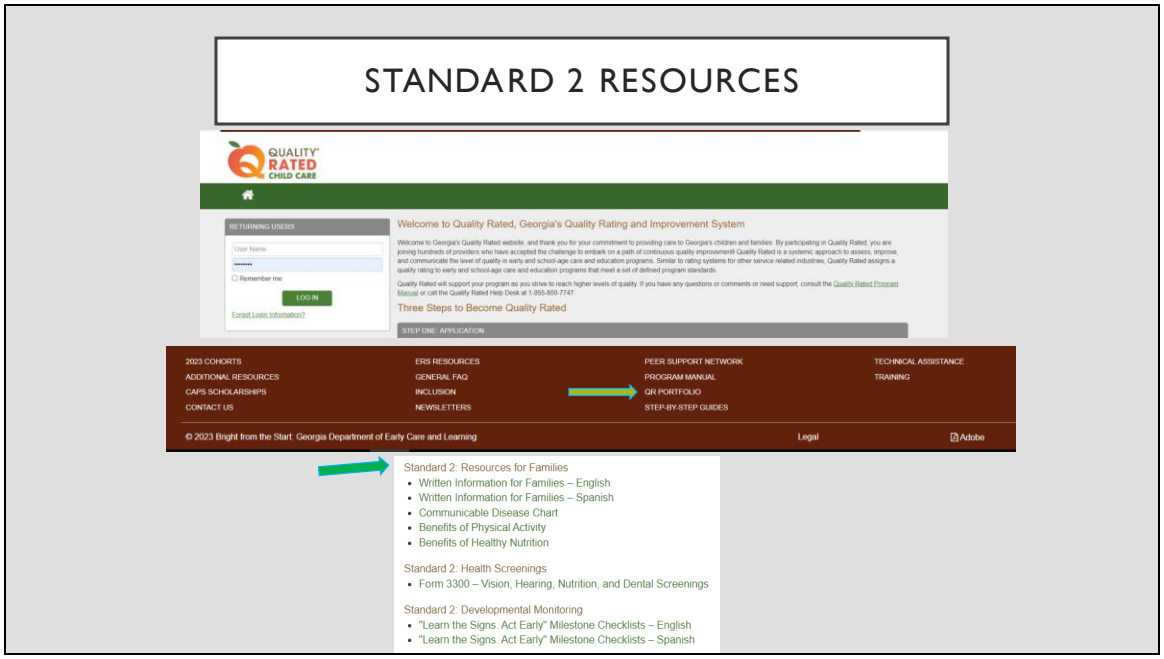
QUALITY RATED: STANDARD 2

CCR&R Southeast GA

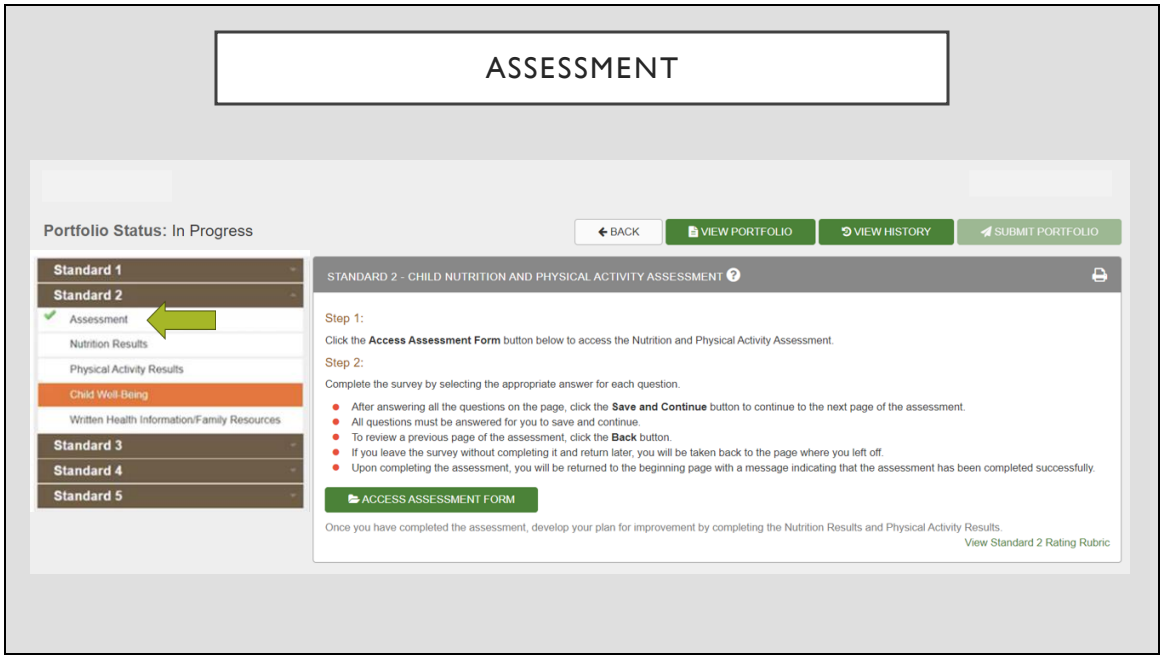
CHILD CARE RESOURCE & REFERRAL of Southeast Georgia

This step by step guide has been prepared to assist with completing Standard 2 of the Quality Rated portfolio independently.

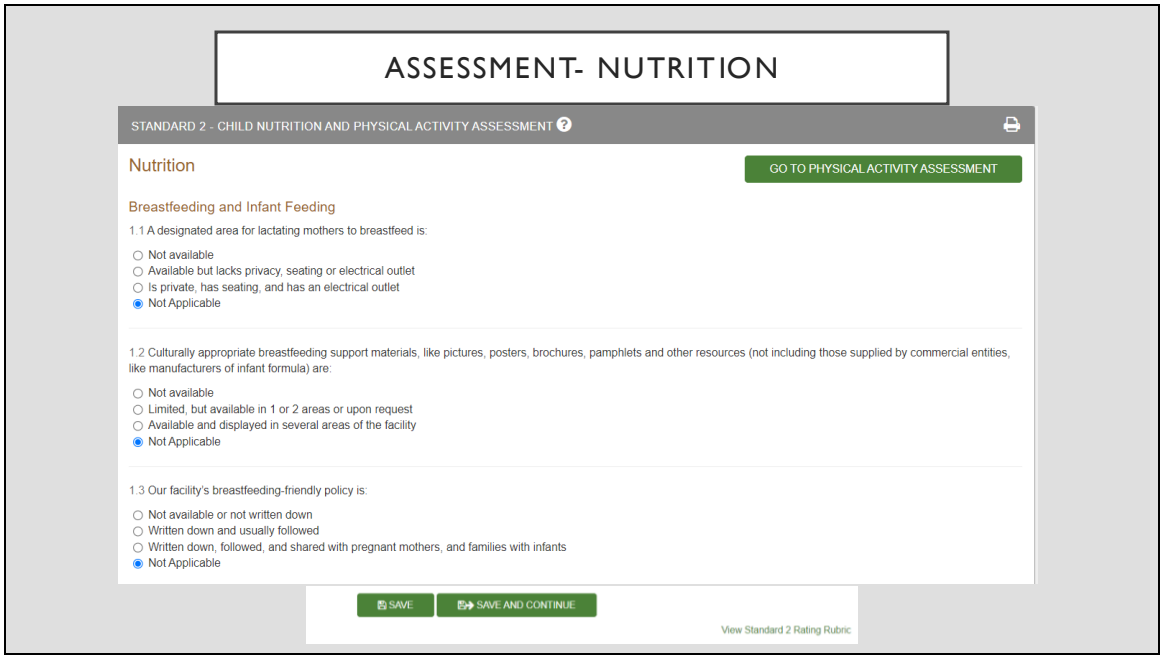


You will log on to the Quality Rated website using your program's username and password. The resources that will be discussed for Standard 2 can be found at the bottom of the website in the brown banner under QR Portfolio.

Standard 2 of your QR portfolio looks at your Nutrition and Physical Activity practices for your program. In order to complete Standard 2 you will complete assessments and you will use the results of the assessment to create goals for your program for each nutrition and physical activities. It also looks at a percentage of your staff's training received for child well-being that is verified in each GAPDS account. It also looks at written health information and family resources around nutrition and physical activity.

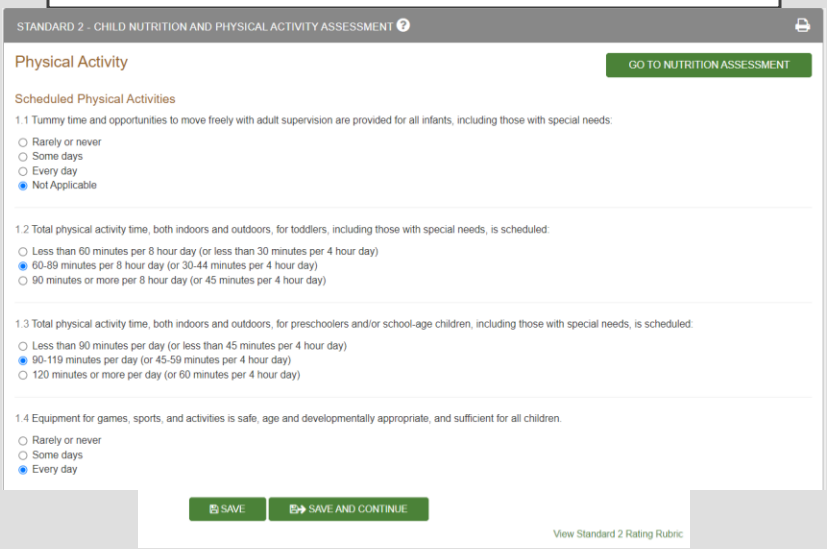


When you click on Standard 2 on the left side of the screen, a drop down menu will appear containing the different sections of Standard 2. The first step is to complete the assessment form. You can find it by clicking on the green button that says ACCESS ASSESSMENT FORM. You will then complete the assessment based on your program's current practices.



Each question has options to choose from. If the question does not apply to your program there is a "not applicable" option as a choice. For example: if you do not serve infants in your program then any questions concerning infant care would be marked not applicable. You will continue to answer each question and at the bottom of each page there is a button to save and continue before moving to the next page. Please save so that your work is not lost if you get interrupted. Once you have completed the nutrition assessment you will complete the physical activity assessment. The button to access the physical activity assessment is at the top right of your screen. Remember, there are no right or wrong answers to the assessment. This is just a self assessment of your program. These answers are not scored in your portfolio. This will tabulate responses to help you complete action plans for your program.

ASSESSMENT- PHYSICAL ACTIVITY



This is an example of how the assessment will look in your portfolio.

RATING RUBRIC

Portfolio Standard 2: Child Health, Nutrition, and Physical Activity – 18 Points Possible

For this standard, program staff will reflect on their program's current health, safety, and nutrition standards and identify areas that can be improved. Points are assigned based on the completion of the Nutrition and Physical Activity Self-Assessment, a written improvement plan, documentation of actions taken to complete the plan, and evidence that the program has met each of the requirements listed.

2.1 Nutrition and Physical Activity Assessment and Improvement Plan	Points Possible
2.1.0 Criteria not met.	0
2.1.1 The program has conducted the Nutrition and Physical Activity Self-Assessment and has developed a written improvement plan addressing **1 criterion** for **each of the two domains** (nutrition and physical activity).	2
2.1.2 The program has conducted the Nutrition and Physical Activity Self-Assessment and has developed a written improvement plan addressing **2 criteria** for **each of the two domains**.	4
2.1.3 The program has conducted the Nutrition and Physical Activity Self-Assessment and has developed a written improvement plan addressing **3 or more criteria** for **each of the two domains**.	6

What to Submit for Standard 2.1

Initial Application:

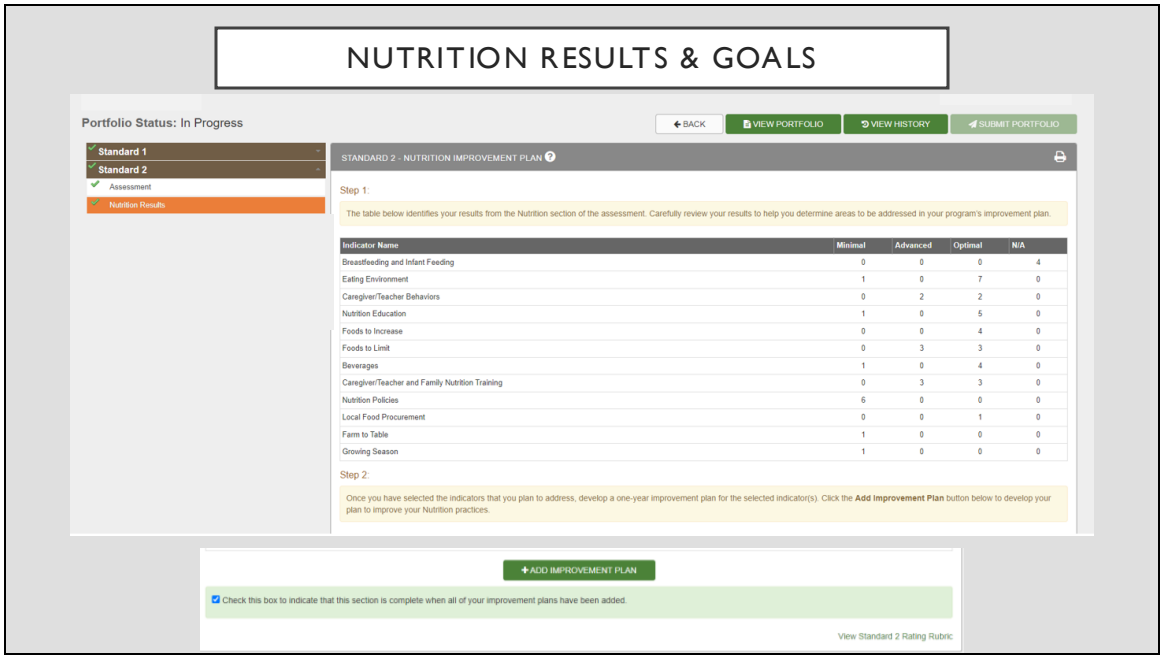
- Completed the Nutrition and Physical Activity Self-Assessment
- Completed improvement plan with evidence of addressing 1, 2, or 3 criteria for each of the two domains (nutrition and physical activity)

Reassessment:

- Documentation of implementing the previous year's improvement plan and of creating a new improvement plan

Required information must be completed, saved, and uploaded before this standard will be marked as complete.

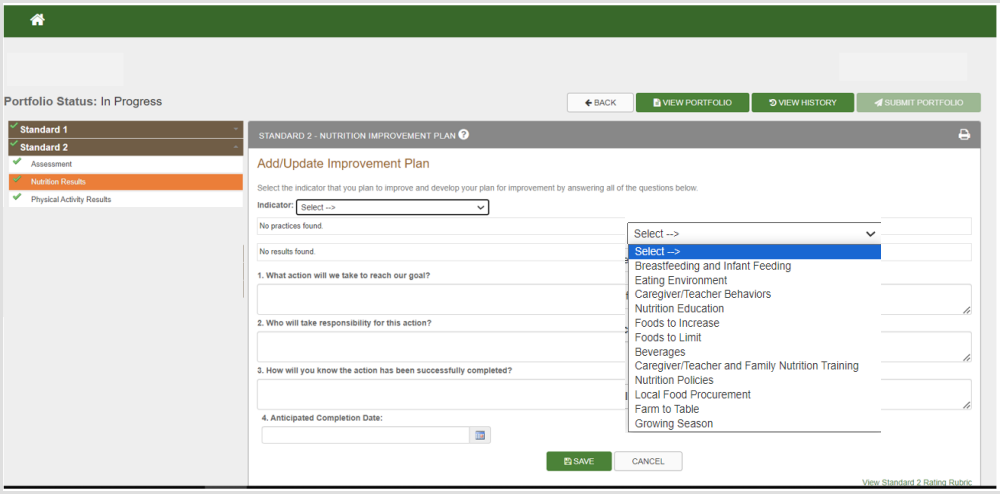
Here you see the rubric, once you complete the nutrition and physical activity assessments you need to determine how many improvement plans you want to create for your program. Each action plan you complete will help you earn points in your QR portfolio. If you create 1 improvement plan for each criteria it is worth 2 points, 2 improvement plans for each domain from different criteria is worth 4 points and 3 improvement plans for each domain is worth 6 points in your portfolio.



Once you've determined how many improvements plans you want to create you are going to come back to the brown bar and click on the nutrition results tab. You will see a chart of your responses to each question in the assessment to help determine which areas you would like to make improvements in and create your action plans around. It is recommended that you choose to address those columns that fall in the minimal column so that you are meeting standards for the children.

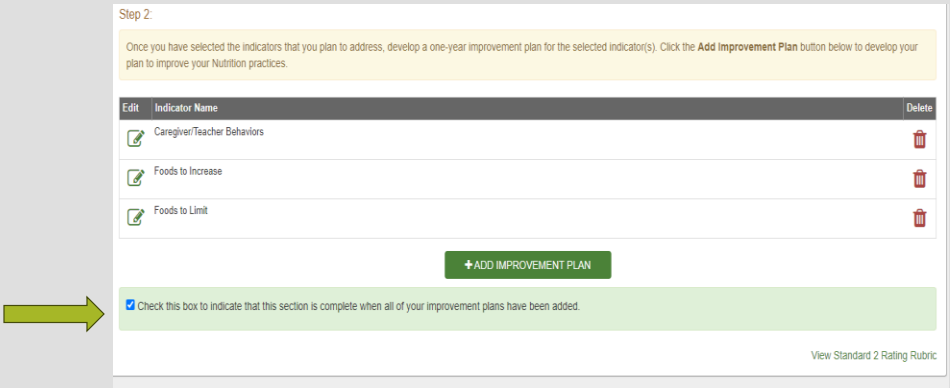
Once you have completed the nutrition improvement plans you will do the same steps for the physical activity results. You will go to the physical activity results screen and determine which columns in the chart you would like to create your improvement plans around. You will create up to 3 improvement plans by clicking on the add improvement plan button on your screen. Once you are finished you will check the box in the light green bar at the bottom of your screen to indicate that this section is complete.

STANDARD 2: ADD IMPROVEMENT PLAN



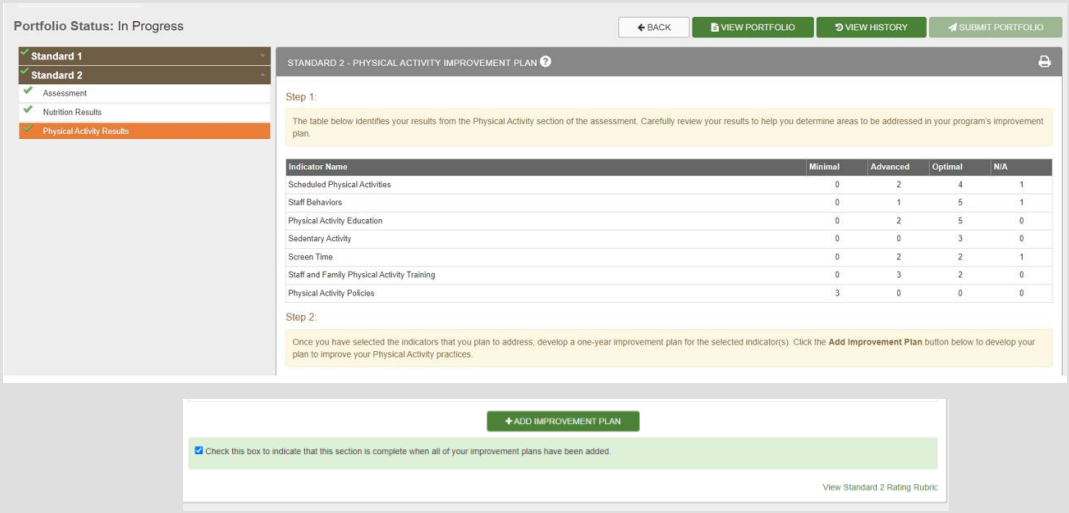
In order to add an improvement plan you will click on the button that says ADD IMPROVEMENT PLAN. It will open up a drop down menu for you to be able to answer that information. Once you have added all of the improvement plans for each section you are going to check the box at the bottom in the light green bar to indicate that this section is complete.

ADD IMPROVEMENT PLAN- NUTRITION



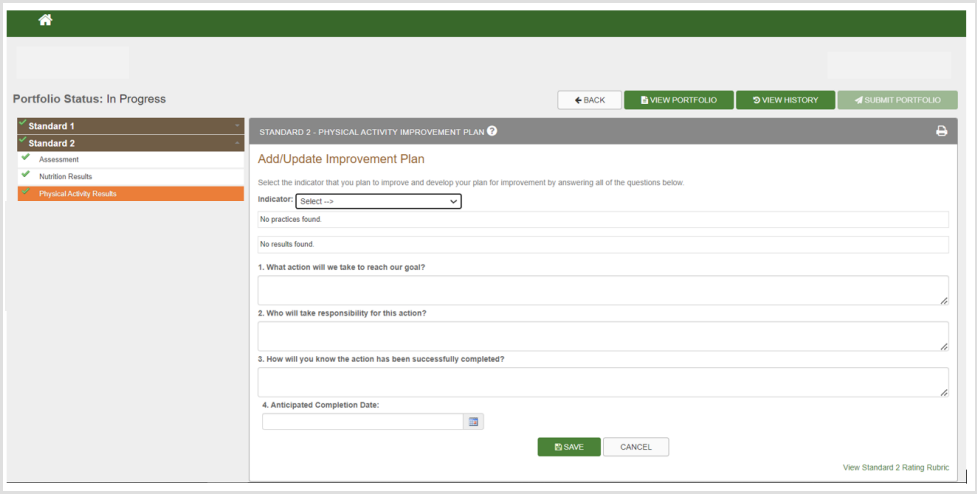
Once you have completed the nutrition improvement plans you will do the same steps for the physical activity results. You will go to the physical activity results screen and determine which columns in the chart you would like to create your improvement plans around. You will create up to 3 improvement plans by clicking on the add improvement plan button on your screen. Once you are finished you will check the box in the light green bar at the bottom of your screen to indicate that this section is complete.

PHYSICAL ACTIVITY RESULTS & GOALS



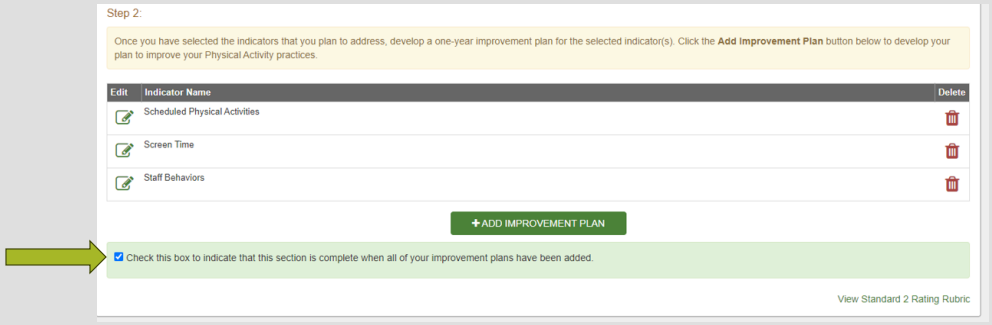
Follow the same steps to complete the physical activity results goals.

ADD IMPROVEMENT PLAN- PHYSICAL ACTIVITY



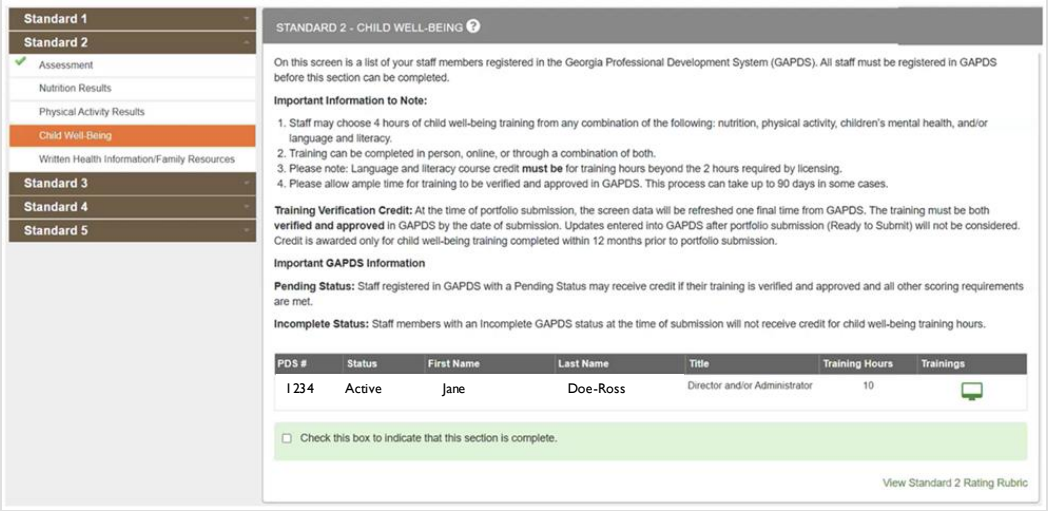
Fill out all of the required information to create your plans of improvement and click the save button once complete.

ADD IMPROVEMENT PLAN- PHYSICAL ACTIVITY



Once you have completed all of the physical activity goals you will check the box in the light green bar as complete.

CHILD WELL-BEING



The next section of standard 2 relates to Child Well-Being training for your staff. Staff may earn portfolio credit by completing 4 hours of eligible DECAL-approved training that supports children's well-being. On the screen you should see everyone that is checked as current staff in standard 1 of your QR portfolio. Check that all your current staff are listed. Check the Status and Training Hours columns. Select the icon in the Trainings column to review the training information available for each staff member. Have your staff complete any needed training and upload their certificates into GAPDS for verification and approval. Allow enough time for processing, which may take up to 90 days. After reviewing the information, check the box in the light green bar at the bottom of the screen to indicate that this section is complete.

CHILD WELL-BEING



Staff may complete 4 hours of training from any combination of nutrition, physical activity, children's mental health, and language and literacy. Training may be completed in person, online, or through a combination of both. Eligible training must be completed within the 12 months before portfolio submission. Training must be both verified and approved in GAPDS by the submission date. Trainings entered into GAPDS after portfolio submission will not be considered. Staff with a Pending status may receive credit if their training is verified and approved and all other requirements are met. Staff with an Incomplete status at submission will not receive credit for Child Well-Being training hours.

CHILD WELL-BEING

Important: Language and Literacy

Two hours are deducted from total Language and Literacy training hours to account for the CCS licensing requirement, regardless of the course taken. Credit is available only for hours completed beyond those required 2 hours.

Additional Scoring Notes

- The 4 or more Child Well-Being hours may be included within a staff member's annual training hours used for credit in Standard 1; additional hours beyond those requirements are not required.
- Strengthening Families courses or CCS *Health and Safety Orientation* will not count toward Child Well-Being hours.

Quick check:

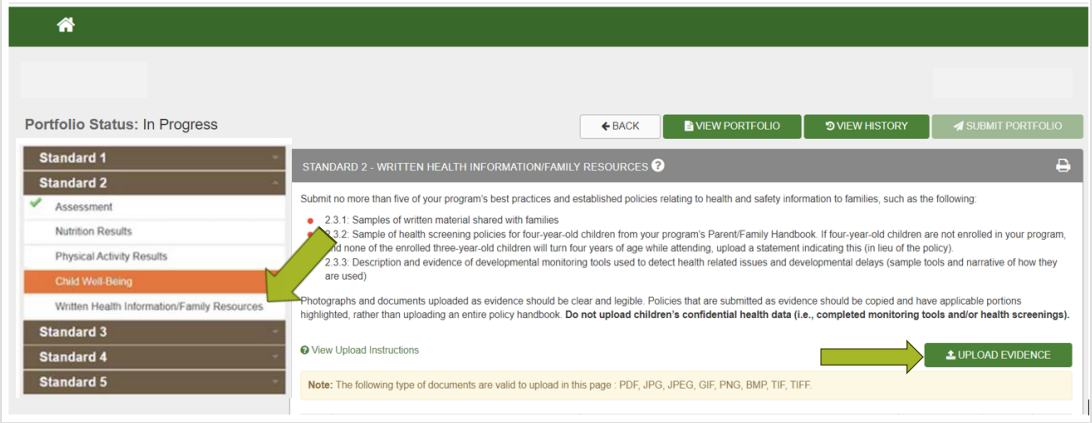
Confirm the course is GaPDS-approved and verified, aligns with a listed topic, and meets any applicable hour deductions.



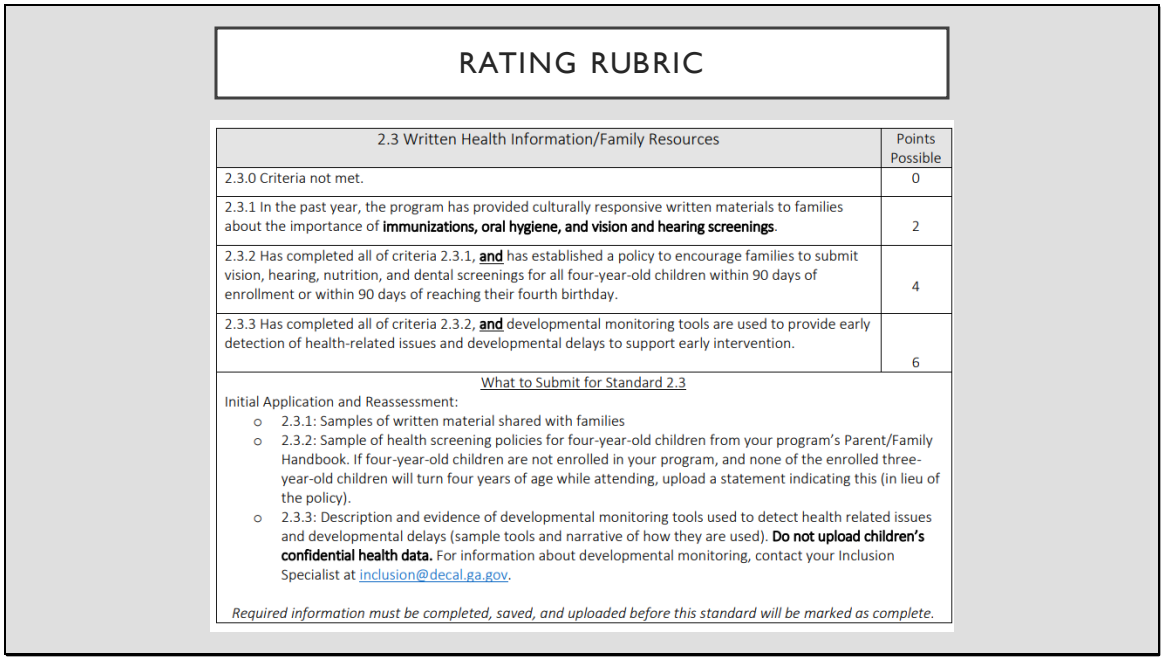
DEVELOPED BY THE GA DEPARTMENT OF EARLY CARE & LEARNING.ALL RIGHTS RESERVED/SEPT 2026

Only training hours beyond the 2 hours of language and literacy that is required by licensing count toward Child Well-Being Training. For example, 4 hours of language and literacy training provides 2 eligible Child Well-Being training hours. Also, please note that Strengthening Families courses or CCS Health and Safety Orientation will not count toward Child Well-Being hours.

WRITTEN HEALTH INFORMATION



The last section of standard 2 is asking for evidence of written health information and family resources that you have for your program. You are going to gather your program's documents to upload that shows nutrition and physical activity information. You will use the green upload evidence button in order to add information into your portfolio. If you are uploading your policies from your parent handbook or employee handbook please highlight the sections you are trying to show as evidence or copy/paste onto another document the sections that you are wanting to provide for evidence to ensure that the QR assessors are able to easily locate your information that is being requested to receive credit. This yellow reminder bar lets you know what types of format that can be uploaded in the portfolio. Anything that can be edited like a word or excel document can not be uploaded as evidence. You will receive an error message if the formatting is incorrect. Please make sure you are uploading the correct formatted document. PDF is recommended.



RATING RUBRIC

2.3 Written Health Information/Family Resources	Points Possible
2.3.0 Criteria not met.	0
2.3.1 In the past year, the program has provided culturally responsive written materials to families about the importance of **immunizations, oral hygiene, and vision and hearing screenings**.	2
2.3.2 Has completed all of criteria 2.3.1, **and** has established a policy to encourage families to submit vision, hearing, nutrition, and dental screenings for all four-year-old children within 90 days of enrollment or within 90 days of reaching their fourth birthday.	4
2.3.3 Has completed all of criteria 2.3.2, **and** developmental monitoring tools are used to provide early detection of health-related issues and developmental delays to support early intervention.	6

What to Submit for Standard 2.3

Initial Application and Reassessment:

- 2.3.1: Samples of written material shared with families
- 2.3.2: Sample of health screening policies for four-year-old children from your program's Parent/Family Handbook. If four-year-old children are not enrolled in your program, and none of the enrolled three-year-old children will turn four years of age while attending, upload a statement indicating this (in lieu of the policy).
- 2.3.3: Description and evidence of developmental monitoring tools used to detect health related issues and developmental delays (sample tools and narrative of how they are used). **Do not upload children's confidential health data.** For information about developmental monitoring, contact your Inclusion Specialist at inclusion@decal.ga.gov.

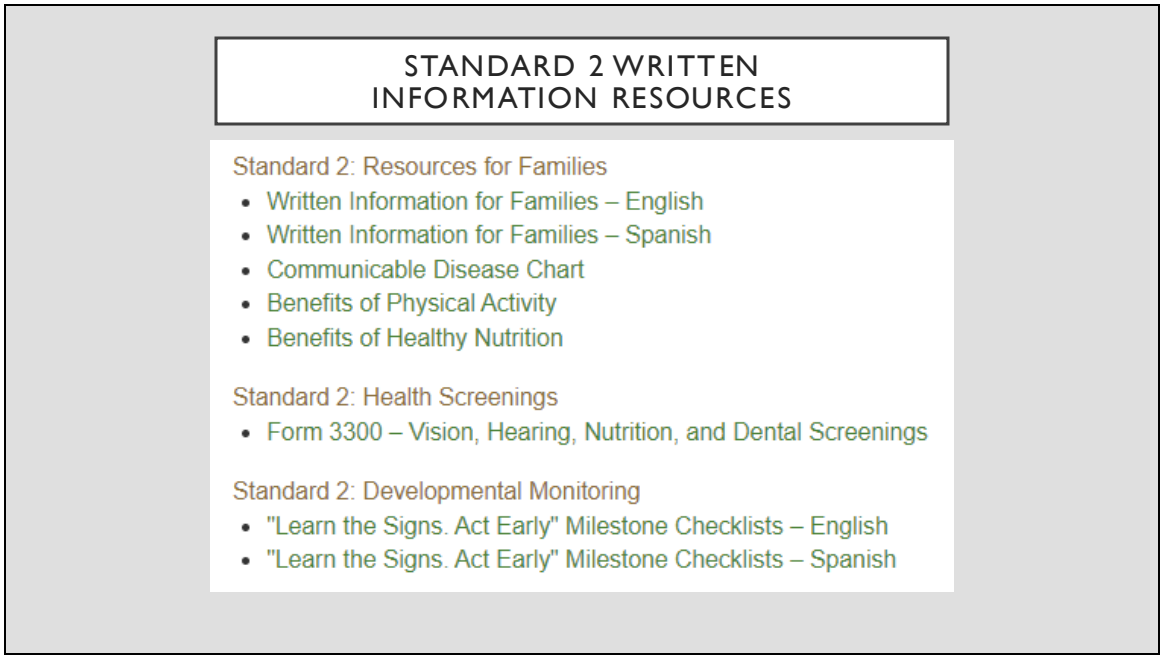
Required information must be completed, saved, and uploaded before this standard will be marked as complete.

Here is the rubric for the written health information and family resources section of Standard 2. The rubric tier for 2 points requests resources you provide to the families about the importance of immunizations, oral hygiene, and vision and hearing screenings. If you need reliable resources to share with your families you can find some at the bottom of the QR website in the brown section there is the option labeled QR Portfolio. You can click there and find resources for each standard. Under the standard 2 section there are resources that you can download and save as one document to upload to your portfolio or print to share with your parents if you do not already have some.

The next tier in the rubric to receive 4 points would show that your program has a policy in your parent handbook that encourage families to submit vision, hearing, nutrition and dental screening for all four year old children within 90 days of enrollment or within 90 days of their 4th birthday for children already enrolled. These forms are also known as form 3300 and can be obtained from the local health dept or the families pediatrician. You would upload this policy into your QR portfolio in the same section that you uploaded your written health information that you previously uploaded.

If you have completed all uploads for the 2 point tier and the 4 point tier and your program utilizes developmental monitoring tools to provide early detection of health

related issues and developmental delays to support early intervention then you can reach the final tier in this section of standard 2 and receive 6 points. To show evidence of these tools you would upload a blank copy of the developmental monitoring tool that you use and the description that you have in your parent handbook for families to know about your policies on developmental monitoring procedures. If you do not utilize developmental screening tools in your program you can learn more from the resources provided on the QR website under QR portfolio.



The resources listed here are found on the QR website at the bottom in the brown ribbon section labeled QR portfolio.

ADDITIONAL RESOURCES: CHECK LIST

STANDARD 2		Date Completed:
Item	**Date Completed**	**Comments/Questions**
Nutrition and Physical Activity Assessment		
Nutrition Action Plan ☐ 3 plans from different indicators in the domain		
Physical Activity Action Plan ☐ 3 plans from different indicators in the domain		
Child Well-Being ☐ Training documentation verified by PDS **____% Of Staff Completed:**		
Written Health Info/Family Resources *Evidence can be policies, forms, narratives, etc.*		
Written Resources Shared ☐ Immunization ☐ Oral Hygiene ☐ Vision Screening ☐ Hearing Screening **Policy** ☐ Encourages submission of vision, hearing, nutrition, and dental screenings for all 4-year-old children within 90 days of enrollment or within 90 days of reaching their fourth birthday. **Use of Developmental Screening Tool** ☐ Sample of tool used (do not upload children's personal information) ☐ Statement including the following information: ☐ Used annually ☐ Family permission ☐ Tools and results shared with families ☐ Referrals provided as needed		

Child Care Resource and Referral Agency has created a resource for you that will help guide you through each standard. Please make you request it from your ECE coach.



ADDITIONAL INFORMATION

If you still have questions please feel free to reach out to your Coach for further consultation. We wish you success in completing Standard 2.