

Please note: This resource was created in 2024 based on current portfolio guidelines.
Resources will be updated if guidance changes with portfolio requirements.
Refer to the Quality Rated website for updated information.

QUALITY RATED: STANDARD 2

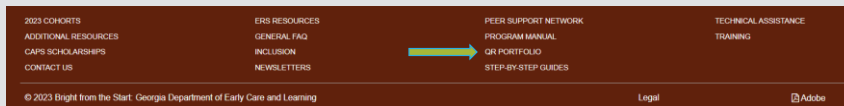
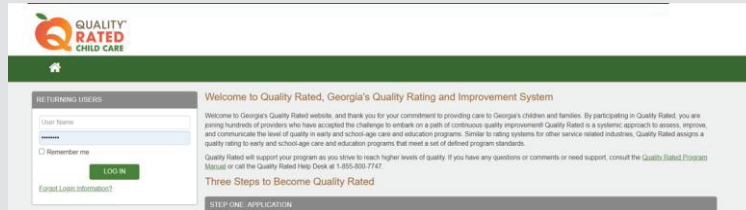
CCR&R Southeast GA



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

This project is funded by Georgia Department of Early Care and Learning using the federal Child Care and Development Fund.

STANDARD 2 RESOURCES



- Standard 2: Resources for Families
 - Written Information for Families – English
 - Written Information for Families – Spanish
 - Communicable Disease Chart
 - Benefits of Physical Activity
 - Benefits of Healthy Nutrition
- Standard 2: Health Screenings
 - Form 3300 – Vision, Hearing, Nutrition, and Dental Screenings
- Standard 2: Developmental Monitoring
 - "Learn the Signs. Act Early" Milestone Checklists – English
 - "Learn the Signs. Act Early" Milestone Checklists – Spanish

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 Standard 2 you will complete assessments and you will use the results of the assessment to create goals for your program for both nutrition and physical activities. It also looks at a percentage of your staff's current CPR/1st aid certification that is verified in each GAPDS account. It also looks at written health information and family resources around nutrition and physical activity.

ASSESSMENT

Portfolio Status: In Progress

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VIEW PORTFOLIO

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SUBMIT PORTFOLIO

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- Physical Activity Results
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- Written Health Information/Family Resources
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STANDARD 2 - CHILD NUTRITION AND PHYSICAL ACTIVITY ASSESSMENT

Step 1:

Click the **Access Assessment Form** button below to access the Nutrition and Physical Activity Assessment.

Step 2:

Complete the survey by selecting the appropriate answer for each question.

After answering all the questions on the page, click the **Save and Continue** button to continue to the next page of the assessment.

All questions must be answered for you to save and continue.

To review a previous page of the assessment, click the **Back** button.

If you leave the survey without completing it and return later, you will be taken back to the page where you left off.

Upon completing the assessment, you will be returned to the beginning page with a message indicating that the assessment has been completed successfully.

ACCESS ASSESSMENT FORM

Once you have completed the assessment, develop your plan for improvement by completing the Nutrition Results and Physical Activity Results.

[View Standard 2 Rating Rubric](#)

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.

ASSESSMENT- NUTRITION

STANDARD 2 - CHILD NUTRITION AND PHYSICAL ACTIVITY ASSESSMENT ?
🖨️

Nutrition

GO TO PHYSICAL ACTIVITY ASSESSMENT

Breastfeeding and Infant Feeding

1.1 A designated area for lactating mothers to breastfeed is:

- Not available
- Available but lacks privacy, seating or electrical outlet
- Is private, has seating, and has an electrical outlet
- Not Applicable

1.2 Culturally appropriate breastfeeding support materials, like pictures, posters, brochures, pamphlets and other resources (not including those supplied by commercial entities, like manufacturers of infant formula) are:

- Not available
- Limited, but available in 1 or 2 areas or upon request
- Available and displayed in several areas of the facility
- Not Applicable

1.3 Our facility's breastfeeding-friendly policy is:

- Not available or not written down
- Written down and usually followed
- Written down, followed, and shared with pregnant mothers, and families with infants
- Not Applicable

SAVE

➔ SAVE AND CONTINUE

View Standard 2 Rating Rubric

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; 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

STANDARD 2 - CHILD NUTRITION AND PHYSICAL ACTIVITY ASSESSMENT ?

Physical Activity [GO TO NUTRITION ASSESSMENT](#)

Scheduled Physical Activities

1.1 Tummy time and opportunities to move freely with adult supervision are provided for all infants, including those with special needs:

- Rarely or never
- Some days
- Every day
- Not Applicable

1.2 Total physical activity time, both indoors and outdoors, for toddlers, including those with special needs, is scheduled:

- Less than 60 minutes per 8 hour day (or less than 30 minutes per 4 hour day)
- 60-89 minutes per 8 hour day (or 30-44 minutes per 4 hour day)
- 90 minutes or more per 8 hour day (or 45 minutes per 4 hour day)

1.3 Total physical activity time, both indoors and outdoors, for preschoolers and/or school-age children, including those with special needs, is scheduled:

- Less than 90 minutes per day (or less than 45 minutes per 4 hour day)
- 90-119 minutes per day (or 45-59 minutes per 4 hour day)
- 120 minutes or more per day (or 60 minutes per 4 hour day)

1.4 Equipment for games, sports, and activities is safe, age and developmentally appropriate, and sufficient for all children.

- Rarely or never
- Some days
- Every day

[SAVE](#) [SAVE AND CONTINUE](#)

[View Standard 2 Rating Rubric](#)

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:

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

Reassessment:

- o 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 criterion it is worth 2 points, 2 improvement plans for each domain from different criteria are worth 4 points, and 3 improvement plans for each domain are worth 6 points in your portfolio.

NUTRITION RESULTS & GOALS

Portfolio Status: In Progress

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Standard 1

Standard 2

Assessment

Nutrition Results

Physical Activity Results

CPR/First Aid Cards

Written Health Information/Family Resources

Standard 3

Standard 4

Standard 5

STANDARD 2 - NUTRITION IMPROVEMENT PLAN

Step 1:

The table below identifies your results from the Nutrition section of the assessment. Carefully review your results to help you determine areas to be addressed in your program's improvement plan.

Indicator Name	Minimal	Advanced	Optimal	N/A
Breastfeeding and Infant Feeding	0	0	0	4
Eating Environment	1	0	7	0
Caregiver/Teacher Behaviors	0	2	2	0
Nutrition Education	1	0	5	0
Foods to Increase	0	0	4	0
Foods to Limit	0	3	3	0
Beverages	1	0	4	0
Caregiver/Teacher and Family Nutrition Training	0	3	3	0
Nutrition Policies	6	0	0	0
Local Food Procurement	0	0	1	0
Farm to Table	1	0	0	0
Growing Season	1	0	0	0

Step 2:

Once you have selected the indicators that you plan to address, develop a one-year improvement plan for the selected indicator(s). Click the **Add Improvement Plan** button below to develop your plan to improve your Nutrition practices.

ADD IMPROVEMENT PLAN

Check this box to indicate that this section is complete when all of your improvement plans have been added.

View Standard 2 Rating Rubric

Once you've determined how many improvement 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

Portfolio Status: In Progress

STANDARD 2 - NUTRITION IMPROVEMENT PLAN

Add/Update Improvement Plan

Select the Indicator that you plan to improve and develop your plan for improvement by answering all of the questions below:

Indicator:

No practices found.

No results found.

1. What action will we take to reach our goal?

2. Who will take responsibility for this action?

3. How will you know the action has been successfully completed?

4. Anticipated Completion Date:

View Standard 2 Rating Rubric







- Select -->
- Breastfeeding and Infant Feeding
- Eating Environment
- Caregiver/Teacher Behaviors
- Nutrition Education
- Foods to Increase
- Foods to Limit
- Beverages
- Caregiver/Teacher and Family Nutrition Training
- Nutrition Policies
- Local Food Procurement
- Farm to Table
- Growing Season

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 add your responses in each area. 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

Step 2:

Once you have selected the indicators that you plan to address, develop a one-year improvement plan for the selected indicator(s). Click the **Add Improvement Plan** button below to develop your plan to improve your Nutrition practices.

Edit	Indicator Name	Delete
	Caregiver/Teacher Behaviors	
	Foods to Increase	
	Foods to Limit	

[+ADD IMPROVEMENT PLAN](#)

Check this box to indicate that this section is complete when all of your improvement plans have been added.

[View Standard 2 Rating Rubric](#)

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

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STANDARD 2 - PHYSICAL ACTIVITY IMPROVEMENT PLAN

Step 1:

The table below identifies your results from the Physical Activity section of the assessment. Carefully review your results to help you determine areas to be addressed in your program's improvement plan.

Indicator Name	Minimal	Advanced	Optimal	N/A
Scheduled Physical Activities	0	2	4	1
Staff Behaviors	0	1	5	1
Physical Activity Education	0	2	5	0
Sedentary Activity	0	0	3	0
Screen Time	0	2	2	1
Staff and Family Physical Activity Training	0	3	2	0
Physical Activity Policies	3	0	0	0

Step 2:

Once you have selected the indicators that you plan to address, develop a one-year improvement plan for the selected indicator(s). Click the **Add Improvement Plan** button below to develop your plan to improve your Physical Activity practices.

ADD IMPROVEMENT PLAN

Check this box to indicate that this section is complete when all of your improvement plans have been added.

[View Standard 2 Rating Rubric](#)

Follow the same steps to complete the Physical Activity Results goals.

ADD IMPROVEMENT PLAN- PHYSICAL ACTIVITY

Portfolio Status: In Progress

STANDARD 2 - PHYSICAL ACTIVITY IMPROVEMENT PLAN

Add/Update Improvement Plan

Select the indicator that you plan to improve and develop your plan for improvement by answering all of the questions below.

Indicator:

No practices found

No results found

1. What action will we take to reach our goal?

2. Who will take responsibility for this action?

3. How will you know the action has been successfully completed?

4. Anticipated Completion Date:

[View Standard 2 Rating Rubric](#)

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

Step 2:

Once you have selected the indicators that you plan to address, develop a one-year improvement plan for the selected indicator(s). Click the **Add Improvement Plan** button below to develop your plan to improve your Physical Activity practices.

Edit	Indicator Name	Delete
	Scheduled Physical Activities	
	Screen Time	
	Staff Behaviors	

+ ADD IMPROVEMENT PLAN

Check this box to indicate that this section is complete when all of your improvement plans have been added.

[View Standard 2 Rating Rubric](#)

Once you have completed all of the physical activity goals you will check the box in the light green bar at the bottom of your screen to indicate that this section is complete.

CPR/FIRST AID CARDS

QUALITY RATED CHILD CARE

Portfolio Status: In Progress

STANDARD 2 - CPR/FIRST AID CARDS

All administrators and teaching staff must enter their **First Aid** and **CPR** certification credentials in the **Other Career Data** section of their GaPDS profile. This screen displays the **current** information available in GaPDS unless the staff member's status is incomplete. At the time of portfolio submission the screen data will be refreshed a final time from GaPDS. Updates entered into GaPDS AFTER portfolio submission (Ready to Submit) will not be considered.

PDS#	STATUS	FIRST NAME	LAST NAME	CPR EARNED	CPR EXPIRATION	CPR CURRENT <input checked="" type="checkbox"/>	FIRST AID EARNED	FIRST AID EXPIRED	FIRST AID CURRENT <input checked="" type="checkbox"/>
12345	Active	Marv	One	06/22/2023	06/22/2025	<input checked="" type="checkbox"/>	06/22/2023	06/22/2025	<input checked="" type="checkbox"/>

Check this box to indicate that this section is complete.

[View Standard 2 Rating Rubric](#)

The next section of Standard 2 relates to CPR and 1st Aid certification for your staff. Everyone that is current on their CPR and first aid certification should enter the dates received and expired in the Other Career Data section of their GAPDS profile. On the screen you should see everyone that is checked as current staff in Standard 1 of your QR portfolio. You will see checkmarks if their information is updated in GAPDS. All information is verified through GAPDS according to what is current from the time that you submit your portfolio. There is nothing further to do on this screen other than following up with your staff to ensure that their GAPDS information is current. Once that is complete you will check the box in the light green bar at the bottom of your screen to indicate that this section is complete.

RATING RUBRIC

2.2 First Aid/CPR Certification	Points Possible
2.2.0 Criteria not met.	0
2.2.1 Sixty percent (60%) of staff have a current First Aid/CPR certification.	2
2.2.2 Seventy percent (70%) of staff have a current First Aid/CPR certification.	4
2.2.3 Eighty percent (80%) of staff have a current First Aid/CPR certification.	6
<u>What to Submit for Standard 2.2</u>	
Initial Application and Reassessment:	
<ul style="list-style-type: none"> ○ First Aid/CPR certifications are entered into the GaPDS and are posted on the "Other Career Data" tab. Points will be awarded based on the information in the GaPDS at the time of portfolio submission (Ready to Submit). 	

Here is the rubric that shows how your CPR/1st Aid Certification of staff is scored. If 60% is current you will receive 2 points, 70% 4 points, and 80% current certification you will receive 6 points.

WRITTEN HEALTH INFORMATION

The screenshot shows a web interface for a portfolio. At the top, a green header contains a home icon. Below it, the 'Portfolio Status: In Progress' is displayed. A navigation bar includes buttons for 'BACK', 'VIEW PORTFOLIO', 'VIEW HISTORY', and 'SUBMIT PORTFOLIO'. On the left, a sidebar lists standards: Standard 1, Standard 2, Assessment, Nutrition Results, Physical Activity Results, CPR/First Aid Cards, and 'Written Health Information/Family Resources' (highlighted in orange). Below this are Standard 3, Standard 4, and Standard 5. The main content area is titled 'STANDARD 2 - WRITTEN HEALTH INFORMATION/FAMILY RESOURCES'. It contains instructions: 'Submit no more than five of your program's best practices and established policies relating to health and safety information to families, such as the following:' followed by three bullet points: 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; and 2.3.3 Description and evidence of developmental monitoring tools. Below the instructions, it states: 'Photographs and documents uploaded as evidence should be clear and legible. Policies that are submitted as evidence should be copied and have applicable portions highlighted, rather than uploading an entire policy handbook. Do not upload children's confidential health data (i.e., completed monitoring tools and/or health screenings).' At the bottom of the main area, there is a 'View Upload Instructions' link and a green 'UPLOAD EVIDENCE' button with an upward arrow. A yellow note at the very bottom states: 'Note: The following type of documents are valid to upload in this page - PDF, JPG, JPEG, GIF, PNG, BMP, TIF, TIFF.'

The last section of Standard 2 is asking for evidence of Written Health Information and Family Resources that you have for your program. You will gather your program's documents to upload that show 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 and paste those sections into another document. This will help ensure that the QR assessors are able to easily locate the information that is being requested. The yellow bar lets you know what types of formats can be uploaded in the portfolio. Anything that can be edited, like a Word or Excel document, cannot be uploaded as evidence; you will receive an error message if the formatting is incorrect. Please make sure you are uploading the documents that are correctly formatted. 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
<u>What to Submit for Standard 2.3</u>	
Initial Application and Reassessment: <ul style="list-style-type: none"> ○ 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. 	
<i>Required information must be completed, saved, and uploaded before this standard will be marked as complete.</i>	

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 an option labeled QR Portfolio. 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 encourages 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 department or the family's pediatrician. You will upload this policy into your QR portfolio in the same section that you uploaded your written health information that was 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 will 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.

STANDARD 2 WRITTEN INFORMATION RESOURCES

Standard 2: Resources for Families

- Written Information for Families – English
- Written Information for Families – Spanish
- Communicable Disease Chart
- Benefits of Physical Activity
- Benefits of Healthy Nutrition

Standard 2: Health Screenings

- Form 3300 – Vision, Hearing, Nutrition, and Dental Screenings

Standard 2: Developmental Monitoring

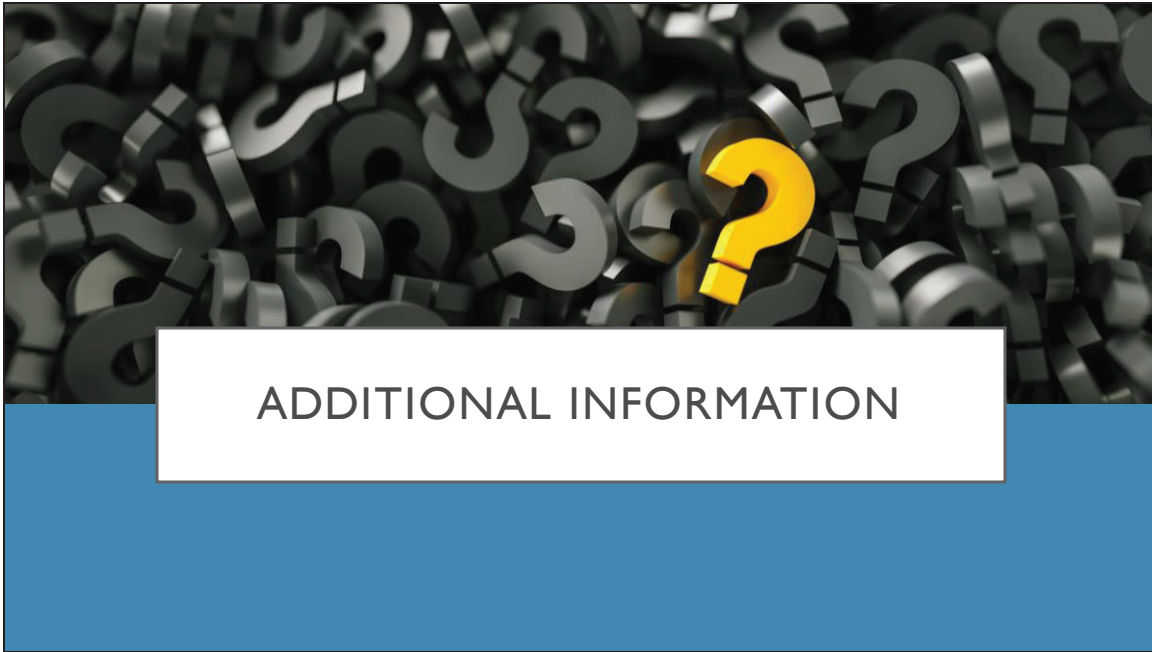
- "Learn the Signs. Act Early" Milestone Checklists – English
- "Learn the Signs. Act Early" Milestone Checklists – Spanish

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		
<input type="checkbox"/> 3 plans from different indicators in the domain		
Physical Activity Action Plan		
<input type="checkbox"/> 3 plans from different indicators in the domain		
CPR/First Aid		
<input type="checkbox"/> Entered in other career data and verified by PDS		
% Of Staff Completed:		
Written Health Info/Family Resources <i>Evidence can be policies, forms, narratives, etc.</i>		
Written Resources Shared		
<input type="checkbox"/> Immunization		
<input type="checkbox"/> Oral Hygiene		
<input type="checkbox"/> Vision Screening		
<input type="checkbox"/> Hearing Screening		
Policy		
<input type="checkbox"/> 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		
<input type="checkbox"/> Sample of tool used (do not upload children's personal information)		
<input type="checkbox"/> Statement including the following information:		
<input type="checkbox"/> Used annually		
<input type="checkbox"/> Family permission		
<input type="checkbox"/> Tools and results shared with families		
<input type="checkbox"/> Referrals provided as needed		

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



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.