

How do I enter a self-assessment?

1 SELECT A NEW ENTRY

2 CHOOSE A FORM

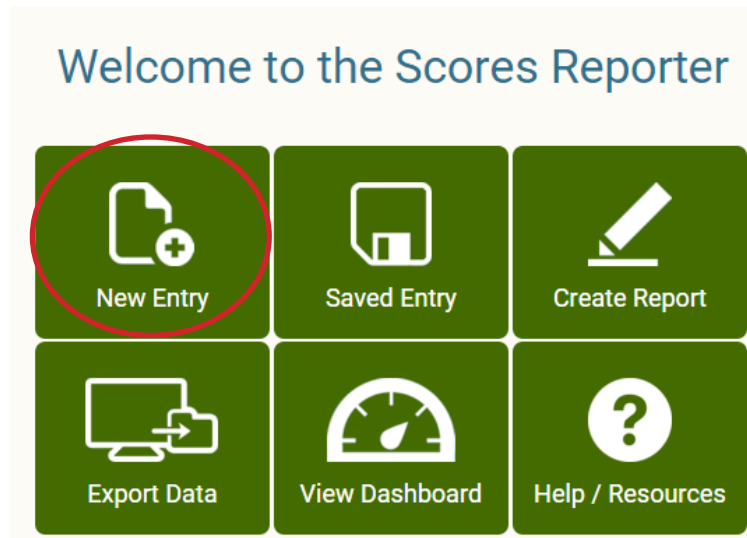
3 CHOOSE A SITE

4 START FORM

5 COMPLETE FORM

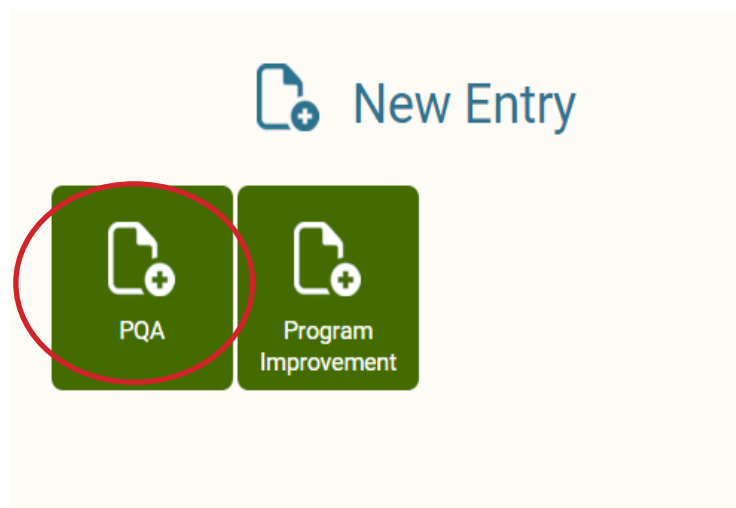
6 SAVE FORM

- From the Scores Reporter homepage select the 'New Entry' tile (circled in red below) in the top left corner of the tile cluster.

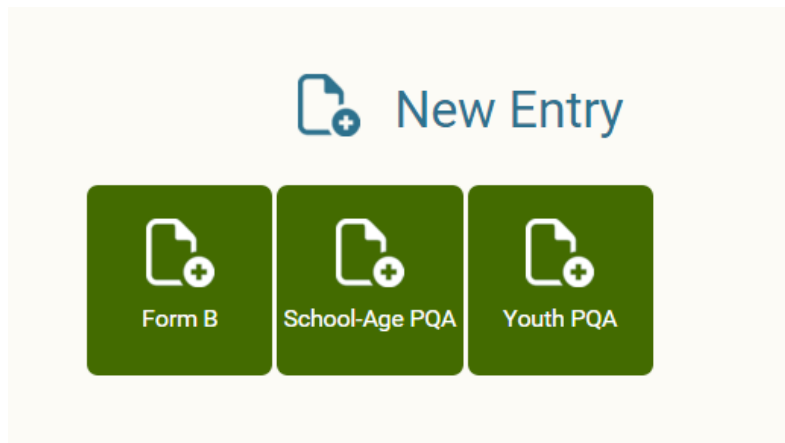


- This will take you to the new entry screen (depicted below) where you will select which form you would like to enter. Each form will be represented by a different tile (e.g. PQA, Program Improvement, etc.). Select the "PQA" tile (circled in red below).

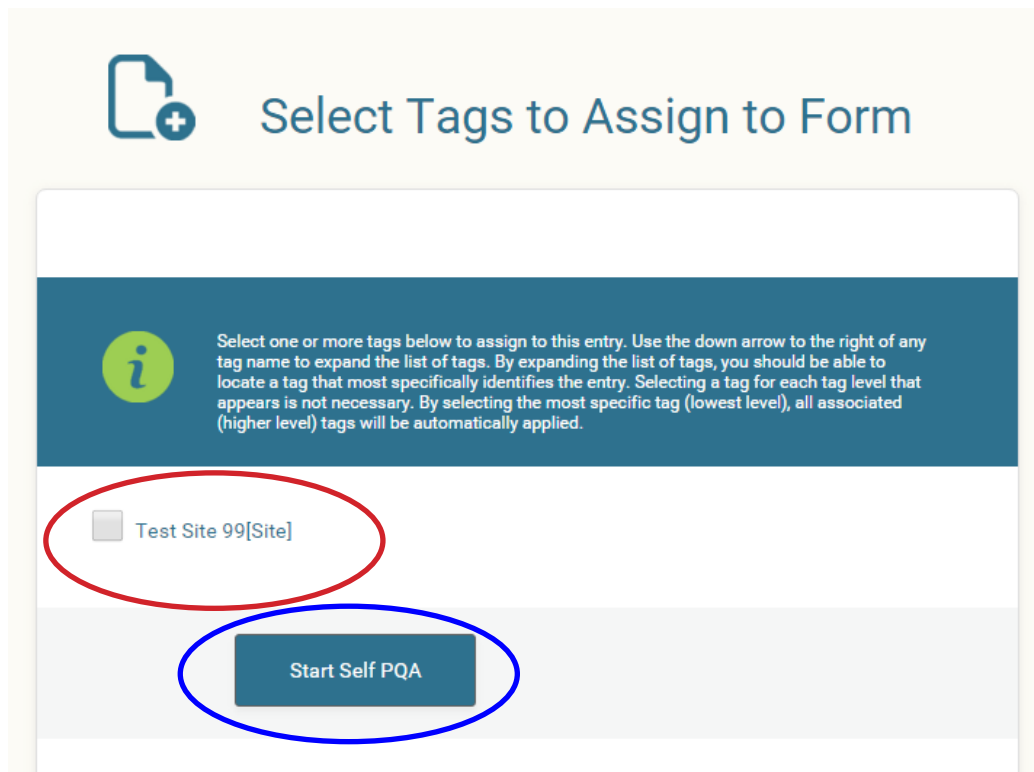
NOTE: User accounts are only able to see and select forms for which they have been approved to enter (e.g. if you are only responsible for entering in PQA's then the PQA form will be the only option you have in the new entry screen). If it seems that you do not have access to a form that you are required to enter please direct any questions or concerns to your network lead or the Weikart Center helpdesk at scoresreporter@cypq.org



Once the form has been selected (e.g. PQA) you will be brought to the next page (depicted below) where you will need to select which version of that form you would like to enter (e.g. form B, SA-PQA, youth-PQA, etc.).



- Once the form version has been selected, you will need to identify the site for which you wish to enter the form. You indicate this by checking the box next to the name of the site you would like to enter an assessment for (circled in red below). When this has been selected, click the 'Start Self PQA' located below the site names (circled in blue below)



4. This will take you to an index page that will correspond to all of the domains and scales on your PQA sheet (depicted below). From this page you are able to jump to any scale in the PQA. However, it is recommended that you hit the blue 'Start Form' button (circled in red below) above the index. This will begin the form from the beginning and save the form as a new entry. You may return to the index page at any point during the entry process by clicking the blue 'Index' button located second from the left at the top of the page. The index will show the status of each scale by way of its status indicators located to the right of each scale name (circled in blue below). A green "√" will be present when a scale is complete, a yellow "!" when a form has been started but is not yet complete (i.e. all of the necessary fields have been entered), and a gray "x" will appear when a scale has not yet been started.

School-Age PQA

NOTE: This entry has been started! Even if you provide no responses/scores at this time, this entry is saved and can be located in the Saved Entry area.

The index below outlines the progress of this entry. Scale/Section names can be selected as shortcut to that portion of the form. The color and icon of each scale/section will adjust to correspond to the completion status of that scale/section. The sequence of items in this electronic form will match the sequence found in the paper form. In order for the form to be submitted, a response/score must be provided for all items not indicated as optional.

Network: Test Network
 Region: Test Region 9
 Organization: Test Org Z
 Site: Test Site 99
 Self or External: Self

Start Form

Observation Information and Details x

I. SAFE ENVIRONMENT

- Emotional Safety x
- Healthy Environment x
- Emergency Preparedness x
- Accommodating Environment x
- Nourishment x

II. SUPPORTIVE ENVIRONMENT

- Warm Welcome x
- Session Flow x
- Active Engagement x
- Skill-Building x
- Encouragement x
- Child-Centered Space x

III. INTERACTION

- Manage Feelings x
- Belonging x
- School-Age Leadership x
- Interaction with Adults x

IV. ENGAGEMENT

5. When the start form button is clicked the first page to fill out (depicted below) corresponds to the “program information” section of the PQA. If you are entering information from a paper PQA, fill out this information exactly as it appears on your paper copy. All of the fields must be filled out on the first page.

NOTE: The very first field to fill out on this page is a drop-down menu (circled in red below) asking whether or not you would like to include observations or anecdotes with your PQA scores. The default on this field is no, if you would like enter in observations with your scores you must switch this field to yes. If this is done there will be a text field below each item score into which you can type your observations.

School-Age PQA



This form is separated into multiple sections/pages. In order for the form to be submitted, all items not indicated as optional will require a response/score. The pages and items in this form can be completed in any order. The form will automatically save your responses every 45 seconds. Each page of this form will have a series of action buttons present at the top, as well as an indicator that shows the form's saved status. A save button, that will allow you to manually save this form, can be accessed by selecting the next button on the final page of this form. Not all form types can be submitted. If the form is eligible to be submitted, a submit form button will appear at the top of each page.

Next

Index

Submit Form

Form is Saved

Network: Test Network
Region: Test Region 9
Organization: Test Org Z
Site: Test Site 99
Self or External: Self

Observation Information and Details

Will items in this entry include Supporting Evidence/Anecdotes?

No



6. When all the information has been entered into the page click the blue 'Next' button at the top left of the page (circled in red below). This will both save the form and bring you to the next page.

NOTE: Forms save automatically every 30-45 seconds. The status of a form being saved can be found in the upper right corner (circled in blue below). When a form is saved the button will be green and read "form is saved", when a form is not saved the button will be red and read "form is not saved." Forms can also be saved manually by clicking either the 'Next' button at the top left of the page (circled in red below) or the 'Index' button immediately next to it.

The screenshot shows the top navigation bar with four buttons: 'Next' (circled in red), 'Index', 'Submit Form', and 'Form is Saved' (circled in blue). Below the navigation bar, the form displays the following information:

- Network: Test Network
- Region: Test Region 9
- Organization: Test Org Z
- Site: Test Site 99
- Self or External: Self

The main content area is titled "I. SAFE ENVIRONMENT" and contains two sections:

- Emotional Safety**
 - 1. Positive emotional climate: A dropdown menu with a '-' symbol.
 - 1. Supporting Evidence/Anecdotes: A large text input area.
- Lack of bias**
 - 2. Lack of bias: A dropdown menu with a '-' symbol.
 - 2. Supporting Evidence/Anecdotes: A large text input area.

Once all of the information has been entered for the PQA you will be brought to a page where all of the information you entered is presented so you can review and edit. If all of the information is correct click the 'Submit Form'. The form should now be submitted!

NOTE: If the form does not submit it is likely that the items are not completely filled out. You can find out which items are incomplete by clicking the 'Index' button at the top of the page and looking at the index indicators. Address any areas displaying a gray or yellow indicator. Remember, all of the fields on the first page must be filled out and every PQA item must have a score of 1, 3, or 5 or x if the item does not apply.