develop

The Minnesota Quality Improvement & Registry Tool

PARENT AWARE – APPLICATION PROCESS

Programs can apply online via their Develop Organization Profile or by paper.

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DEPARTMENT OF CHILDREN, YOUTH, AND FAMILIES

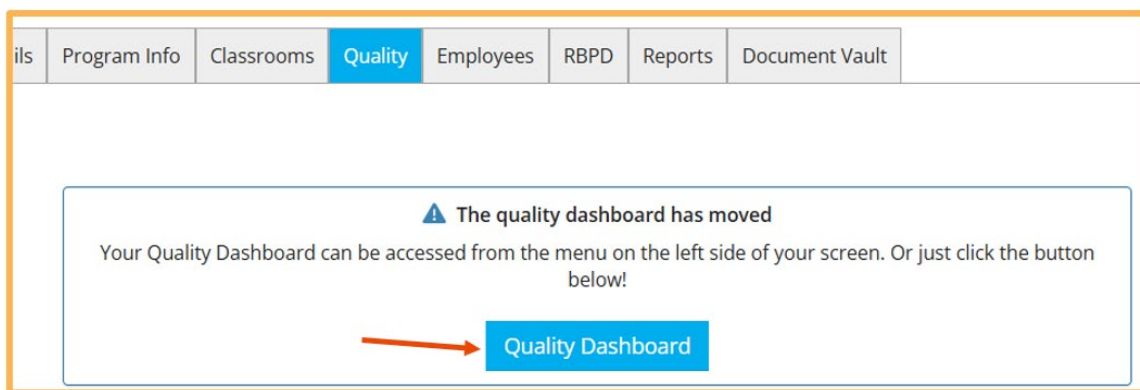# Parent Aware – Application Process

WHERE TO APPLY IN DEVELOP

1. Log into Develop with your email address and password to access your Individual Profile.

2. Choose your **Organization** from the drop-down menu under your name to apply for Parent Aware.
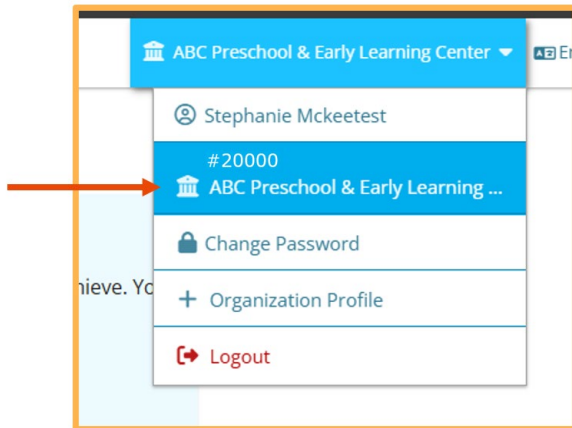
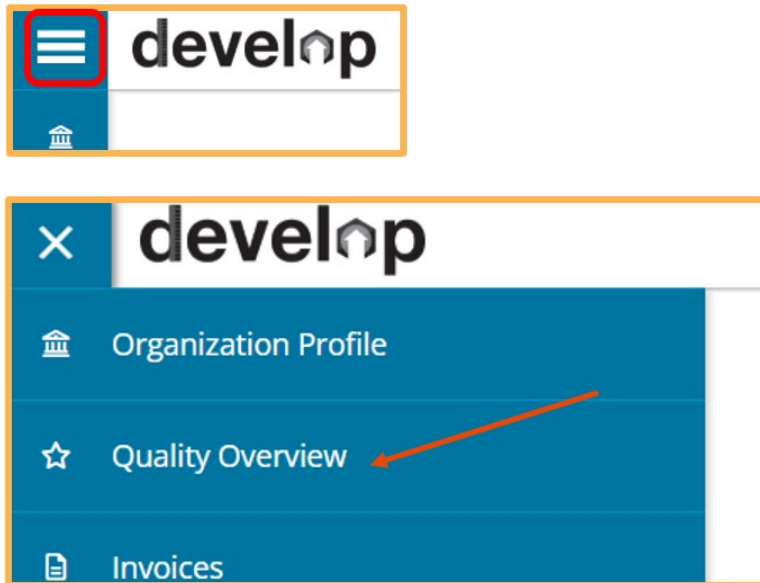3. Navigate and click on the **Quality** tab. This will take you the **Quality Dashboard.**

4. To view the Quality Dashboard you can either:
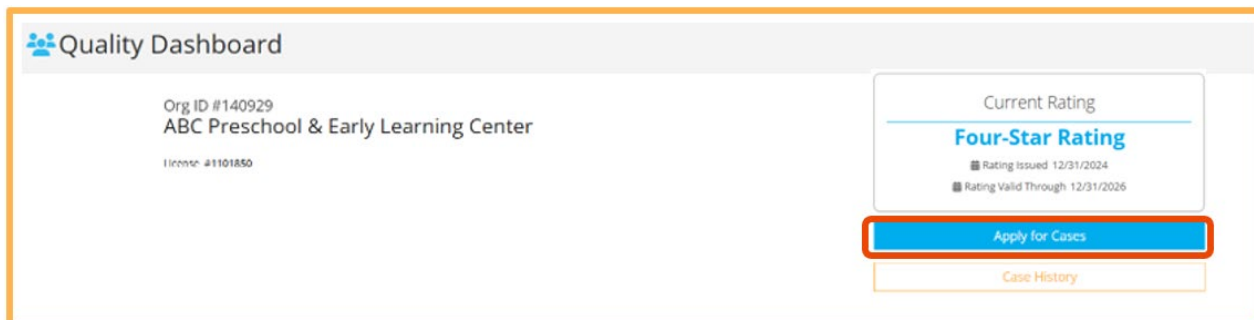
   a. Click on the **Quality Dashboard** button

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b. Navigate to the left-hand navigation and select the three lines. Select the **Quality Overview**.
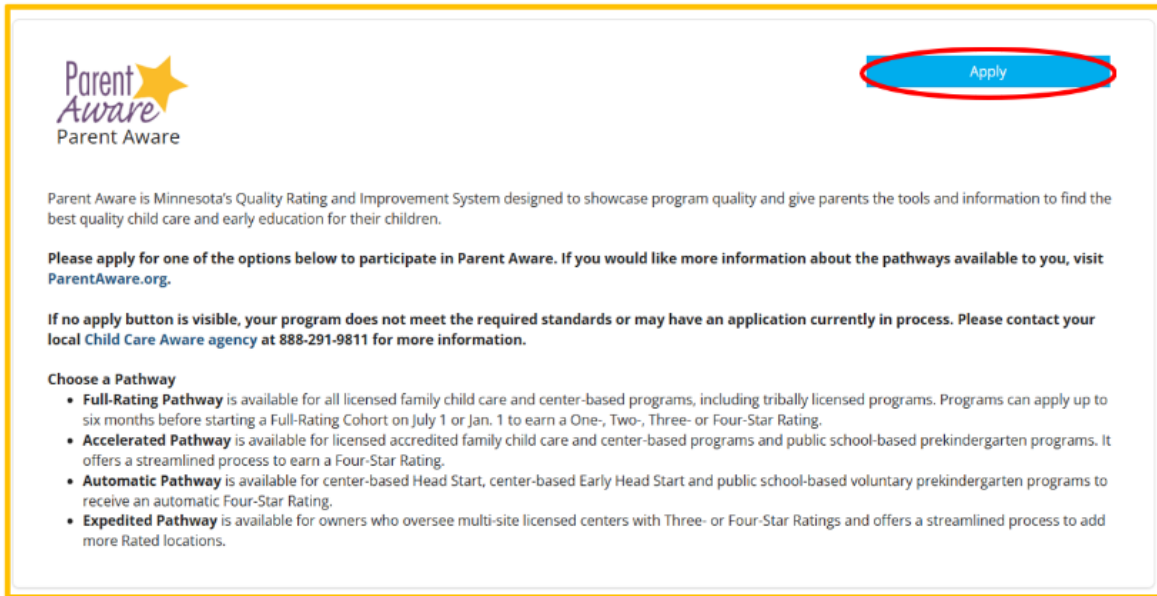

5. Click on Apply for Cases.

6. Select the type of case you want to apply for. Listed are the various star rating pathways and corresponding requirements. Select "**Apply"** to start the process.

DEPARTMENT OF CHILDREN, YOUTH, AND FAMILIES

Parent Aware – Application Process

PARENT AWARE APPLICATION

The **Rating Application** screen will display.

On this page you can:

- Choose to review and complete the sections in any order.

- Save any section and come back at a later day and time.

Confirm and save your changes. If you need to stop and come back to this application at a different date and time, see the section Return to Saved Application.

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APPLICATION KEYS

- To review a specific section of the application, click on the **Review** button.
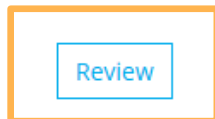
- If a section has not been completed it will display "! Needs review".
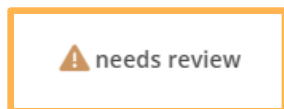
- If a section is completed it will display **Confirmed**.

- If a section is required to be completed it will display **Incomplete**.

DEPARTMENT OF CHILDREN, YOUTH, AND FAMILIES
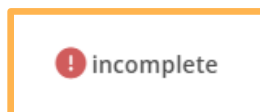
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APPLICATION SECTIONS
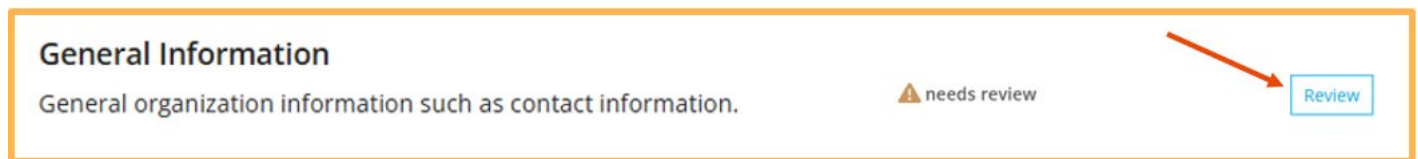
Review each application section in any order you choose and confirm if the information is correct. All portions of the application must be reviewed and confirmed to submit.

During the review of each specific section in the application it will display the current information that is pulled directly from the Organization profile. During the application process, if the information needs to be updated, click the **Manage** button. The **Manage** button will take you to the organization profile to make the changes if necessary.

General Information
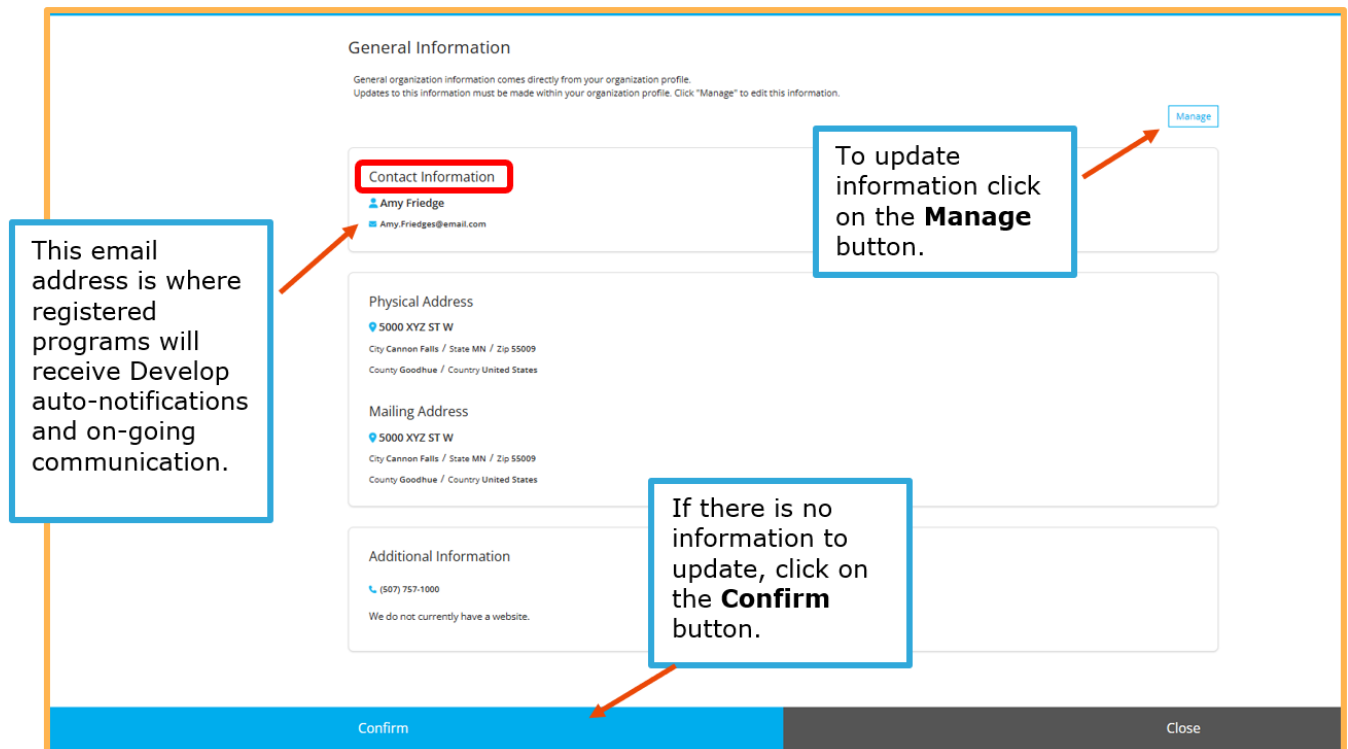
1. Click on the **Review** button to review or update general organization and contact information to make sure the information is accurate.

   NOTE: The email address listed in the **Contact Information** section will be used for Develop auto-notifications. Any program communication will be sent to this address.

2. If the information displayed looks correct, click on the **Confirm** button.

3. To update the information, click on the **Manage** button. This will bring you to the Organization profile to make the changes.

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Manage

a. The **Org. Details** tab will display. Go through and edit the necessary information on this tab.

The addresses entered will be the physical and mailing addresses for the program. The physical address should be the legally licensed address of the program. If the program has recently moved, contact the program's DCYF licensor to report any updated information.

When completed click on the **Update** button at the bottom of the page.

Active

| Status | Org Details | Program I |

Update
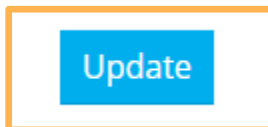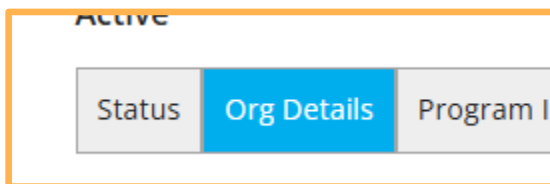
b. Scroll to the top of the page and click the **Return to Application** button.

Return to Application
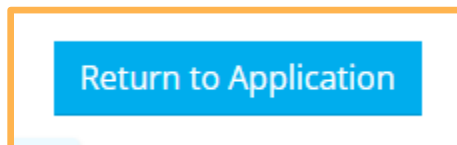
c. Click on the **Review** button for the General Information section or the section you are reviewing.
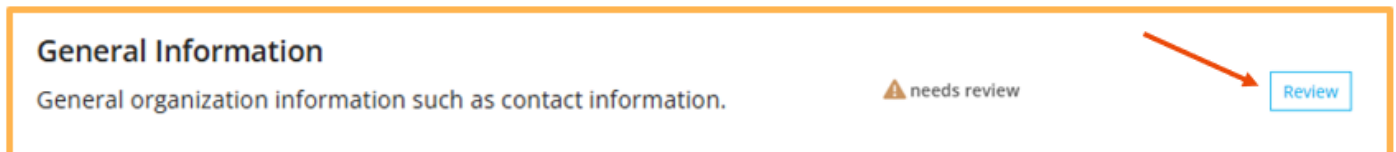
General Information

General organization information such as contact information.   ⚠ needs review   Review

d. Review to ensure the changes were made and click on the **Confirm** button.

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Licensing and Affiliations

1. Click on the **Review** button to review or update license number, affiliations and applicable identification numbers.

    The identification numbers refer to license, school district/Head Start, (if applicable), and Child Care Assistance Program numbers.

2. If the information displayed looks correct, click on the **Confirm** button.

Parent Aware – Application Process

Licensing & Affiliations

Organization licensing and affiliation information comes directly from your organization profile.
Updates to this information must be made within your organization profile. Click "Manage" to edit this information.

Manage

To update information, click on the **Manage** button.

DCYF License
ID 11█████ / Status ✓ Approved / ▪ Effective 01/01/2025 - 12/31/2025 / Capacity 42

CCAP Number
ID 3█████ / Status ✓ Approved

NACCRRAware Provider ID
ID 2█████ / Status ✓ Approved

ELSA ID
ID 14█████ / Status ✓ Approved

If there is no information to update, click on the **Confirm** button.

Confirm   Close

3. To update the information, click on the **Manage** button. This will bring you to the Organization profile to make the changes.

Manage

a. The **Status** tab will display. Click the **Add New** button to add new identification number/s.

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Status	Org Details	Program Info	Classrooms	Quality	Employees	RBPD	Reports	Document Vault

Program Identification Numbers   [Add New]

Type	LICENSED CHILD CARE CENTER
Effective Date	1/1/2025 - 12/31/2025
Status	Active

    b. Go to the section/s you want to update and enter in the new information on this page. When completed, click on the **Continue** button at the bottom of the page.

Organization Identification

You indicated that this organization provides early learning and/or school age care to children. Let's gather some identifying information for this organization. **Answer Yes or No to all questions.**

Are you licensed by the Minnesota Department of Children, Youth, and Families?

If your program or business is licensed by the Minnesota Department of Children, Youth, and Families, provide your license number below (If your license number ends with a dash followed by letters and/or numbers, please omit both the dash and the final letters/numbers). If you are unsure about your license number, you can look it up on the DCYF Licensing lookup site: http://licensinglookup.dhs.state.mn.us

◉ Yes

DCYF License: 1101850

[Change]

To submit a new license number, click on the **Change** button. The new number will need to be reviewed and approved by staff.

○ No

Are you Certified by the Minnesota Department of Children, Youth, and Families?

If your program or business is Certified by the Minnesota Department of Children, Youth, and Families, provide your Certification number below. If you are unsure about your certification number, you can look it up on the DCYF Licensing Lookup site: http://licensinglookup.dhs.state.mn.us

○ Yes

Enter your DCYF Certification Number (required)

Select **Yes**, if this applies to your program and enter in the required information. Select **No**, if this does not apply to your program.

◉ No

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Are you tribally licensed?

If your organization or business is licensed by a tribe to provide early learning and/or school age care, please report the tribe which licenses you and the license number, if one was issued.

○ Yes

Enter your tribal license number (optional)

[   ]

What is the name of your tribe?

[   ]

◉ No

Are you a school district?

○ Yes

    ○ Early Childhood Special Education (ECSE)

    ○ School Readiness / PreK Program (District-Level)

Select your school district (required)

[-- Make a Selection -- ▾]

◉ No

Do you administer Early Childhood Family Education for a School District?

Are you a school district offering Early Childhood Family Education? ECFE programs are not eligible for Parent Aware ratings, however they are eligible to offer training through the Registry.

○ Yes

Select your school district (required)

[-- Make a Selection -- ▾]

◉ No

Are you a Head Start grantee or Head Start site?

If your organization receives Head Start funding to offer direct services to children and families, please indicate whether your organization is the grantee (primary recipient of the Head Start dollars) or a Head Start site (a site selected by the grantee to be the physical host for Head Start supports). If you are a child care program that partners with Head Start, you are a Head Start site. Child care programs in partnership with Head Start may apply for a full Parent Aware rating or may contact their grantee to pursue an APR Parent Aware rating.

○ Yes

    ○ Head Start/Early Head Start (Site, not Grantee)

    ○ Head Start/Early Head Start (Grantee)

Select your Head Start grantee (required)

[-- Make a Selection -- ▾]

◉ No

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Is your program registered with the Minnesota Child Care Assistance Program (CCAP)?

Please indicate whether or not your program/organization is registered with the Minnesota Child Care Assistance Program (CCAP). If you are registered, please provide your Provider ID number. This is the registration number that identifies you within the Child Care Assistance Program eligibility and payment system (MEC²). The Provider ID is on notices sent to the program/organization, including Service Authorizations, Billing Forms, and Remittance Advices. Provider IDs are 1-6 numerical digits with no letters or symbols. For additional help in locating your Provider ID, click here.

This information may be used by administrators to determine if your program is eligible for a higher payment rate. This information may also be used for research purposes.

Enter "00000" if you do not know your MEC² Provider ID.

◉ Yes

CCAP Number: 39970

Change

> To change the CCAP number click on the **Change** button. The new number will need to be reviewed and approved by staff.

○ No

Cancel   Continue

4. Scroll to the top of the page and click the **Return to Application** button.

Return to Application
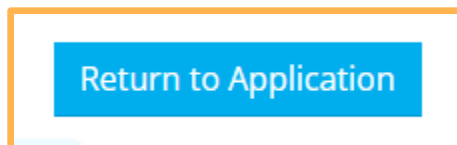
5. Click on the **Review** button for the Licensing and Affiliations section.

Licensing & Affiliations
Organization licensing, affiliations, and applicable identification numbers.   ⚠ needs review   Review

6. Review to ensure the changes were made and click on the **Confirm** button.

Accreditation

1. Click on the **Review** button to review or update organization accreditation information and applicable expirations.

Accreditation
Organization accreditations and applicable expirations.   ⚠ needs review   Review

2. If the information displayed looks correct, click on the **Confirm** button

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Accreditation

Organization accreditation information comes directly from your organization profile.
Updates to this information must be made within your organization profile. Click "Manage" to edit this information.

> To update information, click on the **Manage** button.

Manage

ⓘ No Accreditations Found

No accreditations have been entered for your organization.

> If there is no information to update, click on the **Confirm** button.

Confirm   Close
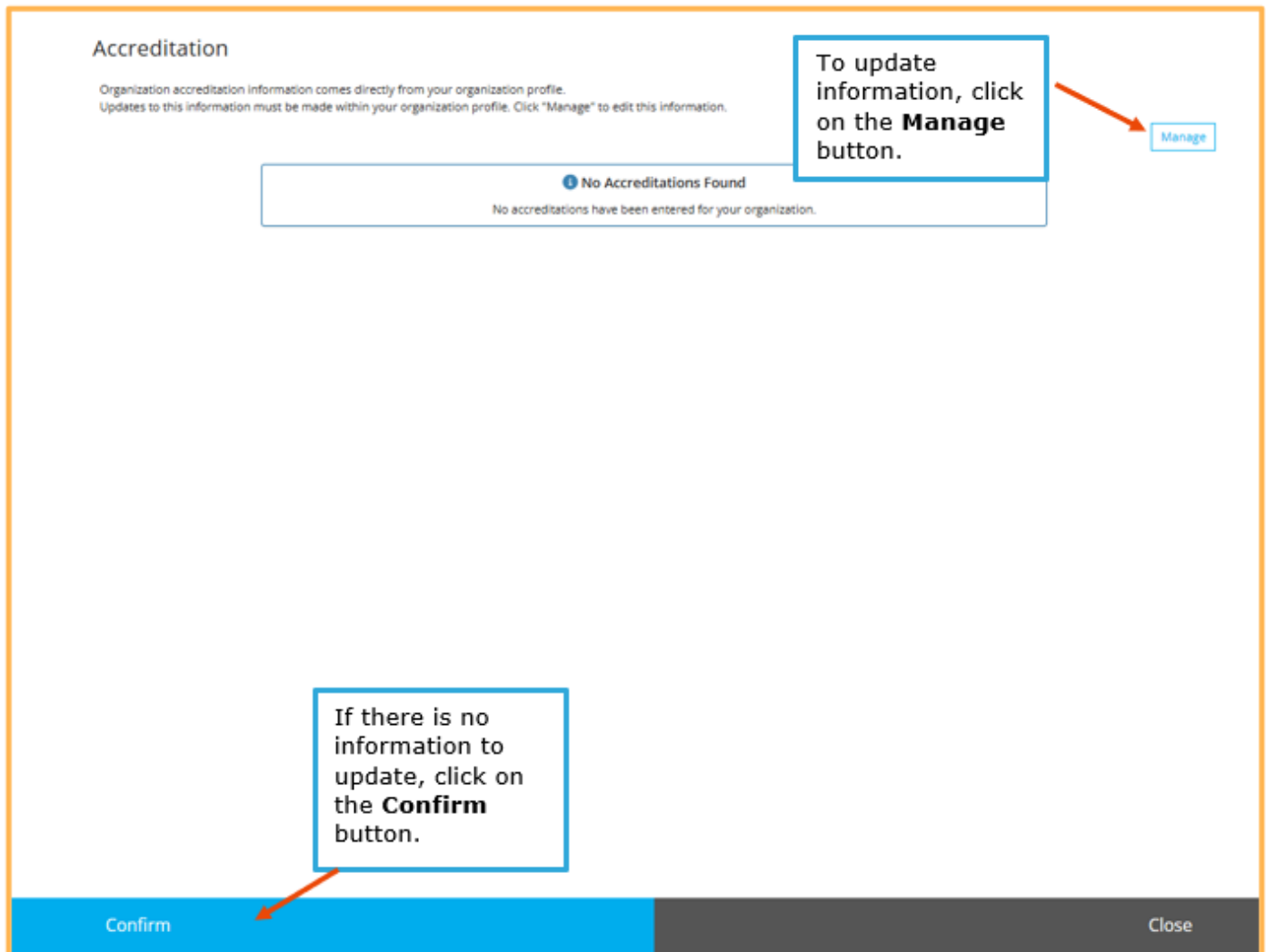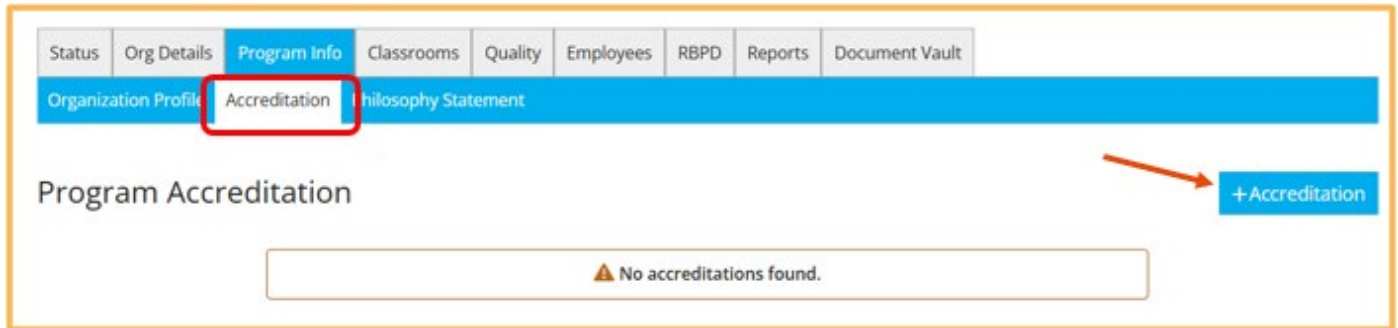
3. To update the information, click on the **Manage** button. This will bring you to the Organization profile to make the changes.

    Manage
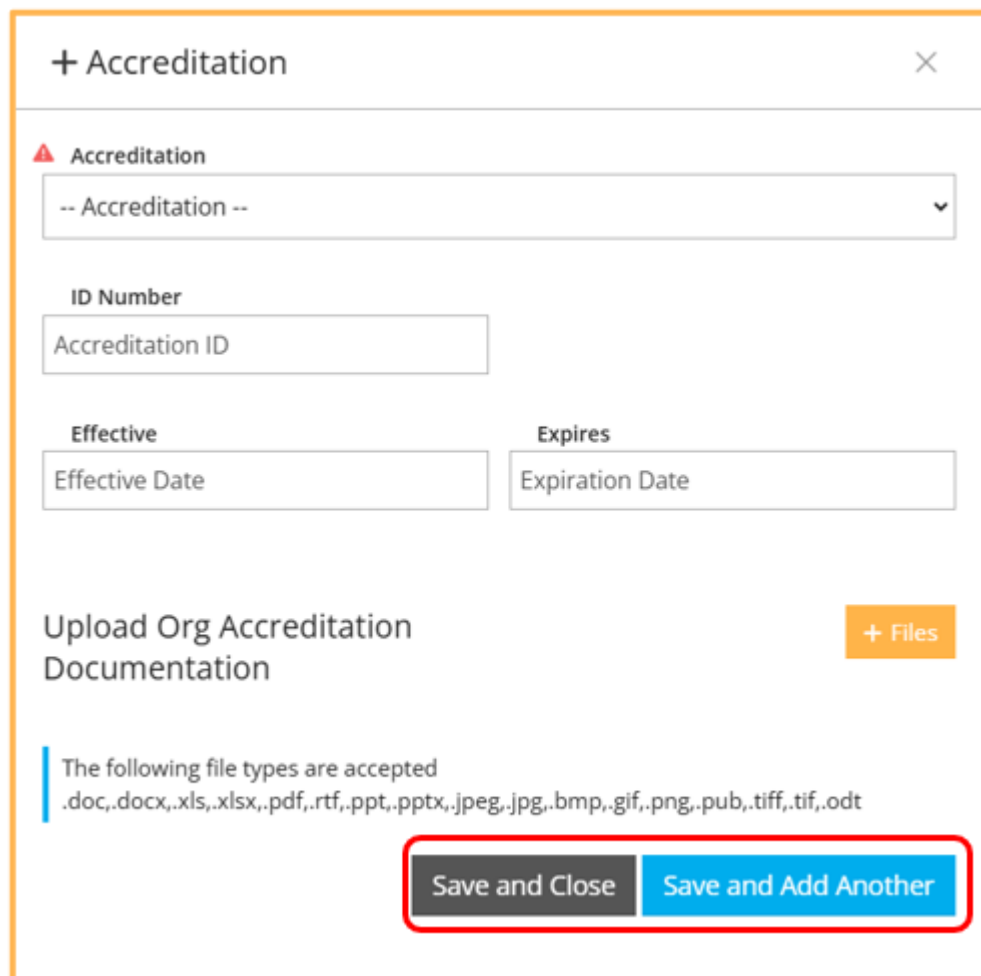
4. The **Accreditation** tab will display. Click on the **+Accreditation** button to accreditation certificates.

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5. Select the Accreditation organization, ID number, effective date, expiration date and upload any documentation. When completed click on the **Save and Close** or **Save and add Another entry** button.

6. Scroll to the top of the page and click the **Return to Application** button.

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Return to Application

7. Click on the **Review** button for the Accreditation section.

Accreditation
Organization accreditations and applicable expirations. ⚠ needs review → Review

8. Review to ensure the changes were made and click on the **Confirm** button.

Enrollment

1. Click on the Review button to review or update the organization capacity and number of children enrolled. Enrollment is where you will enter information about the children in your program.

Enrollment
Organization capacity and number of children enrolled. ⚠ needs review → Review

2. If the information displayed looks correct, click on the **Confirm** button.

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Enrollment

Enter below how many children currently enrolled in the program meet the definition of High Needs, defined by children from birth to kindergarten entry who are from low-income families (at or below 200% poverty rate) or otherwise in need of special assistance and support, including children with disabilities or developmental delays, who are English language learners, who reside on "Indian lands," who are migrant, homeless, or in foster care.

Manage

The total number of children in each age group for which you are currently providing care under this license (inclusive of all classrooms). This can be updated at any time to reflect any changes that may occur in enrollment.

To update information, click on the Manage button.

	Total Number of Children Enrolled 42		
Infants	7	High Needs	0
Toddlers	15	High Needs	2
Preschoolers	20	High Needs	2
School Age	0	High Needs	0

Race of Children Enrolled

		Total	Percent
American Indian/Alaskan Native		0	0%
Asian/Pacific Islander		1	2%
Black/African American		0	0%
Hispanic/Latino		0	0%

If there is no information to update, click on the Confirm button.

Confirm   Close

3. To update the information, click on the **Manage** button. This will bring you to the Organization profile to make the changes.

4. The **Classrooms** tab will display. Click the **Edit** button to edit program enrollment information and program schedule.

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| Status | Org Details | Program Info | Classrooms | Quality | Employees | RBPD | Reports | Document Vault |

Program Enrollment   Edit

Licensed Capacity	42
Number of Classrooms / Groups	3
Number of Children Enrolled	42

a. Enter the number of children by age group for which you provide care.

In addition, enter the number of high needs children in each age group. A child should be counted as "high needs" if meets one or more of the following criteria: children from low-income families (at or below 200% poverty rate) or otherwise in need of special assistance and support: Including children with disabilities or developmental delays, who are English Language Learners, who reside on "Indian lands", who are migrant, homeless or in foster care.

The total number of children enrolled should equal to the number of children listed below broken down by age groups.

Program Enrollment

Enter the number of children by age group for which you provide care. In addition enter the number of high needs children in each age group. A child should be counted as "high needs" if meets one or more of the following criteria: children from low-income families (at or below 200% poverty rate) or otherwise in need of special assistance and support: Including children with disabilities or developmental delays, who are English Language Learners, who reside on "Indian lands", who are migrant, homeless or in foster care.

Number of Classrooms / Groups	3		
Total Number of Children Enrolled	42		
Infants	7	High Needs	0
Toddlers	15	High Needs	2
Preschoolers	20	High Needs	2
School Age	0	High Needs	0

Identify how many high needs are in each age group.

b. If the race of the children within the program is not known, leave it as zeros. This information can be updated at a later time in the Classroom tab of your organization profile.

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Race of Children Enrolled

American Indian/Alaskan Native	0	Percent	0.00%
Asian/Pacific Islander	1	Percent	2.38%
Black/African American	0	Percent	0.00%
Hispanic/Latino	0	Percent	0.00%
Bi/Multi-Racial	0	Percent	0.00%
White	36	Percent	85.71%

Number of enrolled children speaking English as a second language?

0	Percent 0.00%

c. Select all that applies to the kind of program your organization offers.

What kind of programming does your Organization offer? (Select all that apply)

☐ Part day (less than 5 hours per day)

☑ Full day (5 or more hours per day)

☐ Part week (less than 5 days per week)

☑ Full week (5 or more days per week)

☐ Evenings (after 6pm)

☐ Weekends (Saturday and/or Sunday)

☐ No Selection

When is your program open and serving children? (Please choose the one answer that best fits.)

Full calendar year ⌄

If your program closes (is not serving children) for two or more consecutive weeks at any time during the year, please describe below when your program is closed. Please be as specific as possible.

This program is closed during the following timeframe each year:

The center is closed one week at the end of summer to transition into fall and closed one week every other year, for one week spring break.

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5. Click **Update** button when completed entering in program enrollment and schedule on bottom of page.
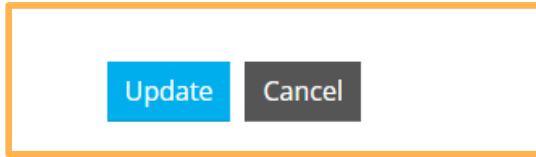
6. Scroll to the top of the page and click the **Return to Application** button.
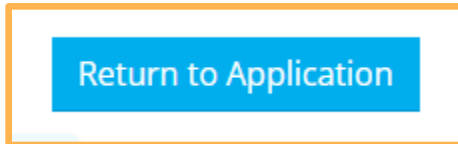
7. Click on the **Review** button for the Enrollment section.

8. Review to ensure the changes were made and click on the **Confirm** button.

Participation

1. Click on the **Review** button to review the choices for your program's primary language and the pathway options your program can participate in.
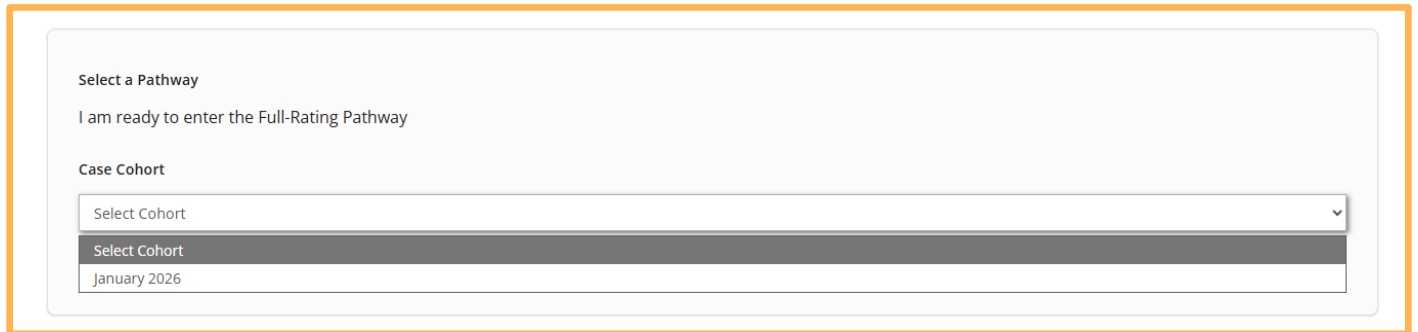

2. Select and click on your program's primary language. This is a required field.

3. Select the eligible pathway (if choices are given) otherwise it will be automated based on eligibility. This is a required field.

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NOTE: Both Building Quality Grant and the Full Rating pathway cases are associated with a Cohort in Develop. It is required to select a Cohort.

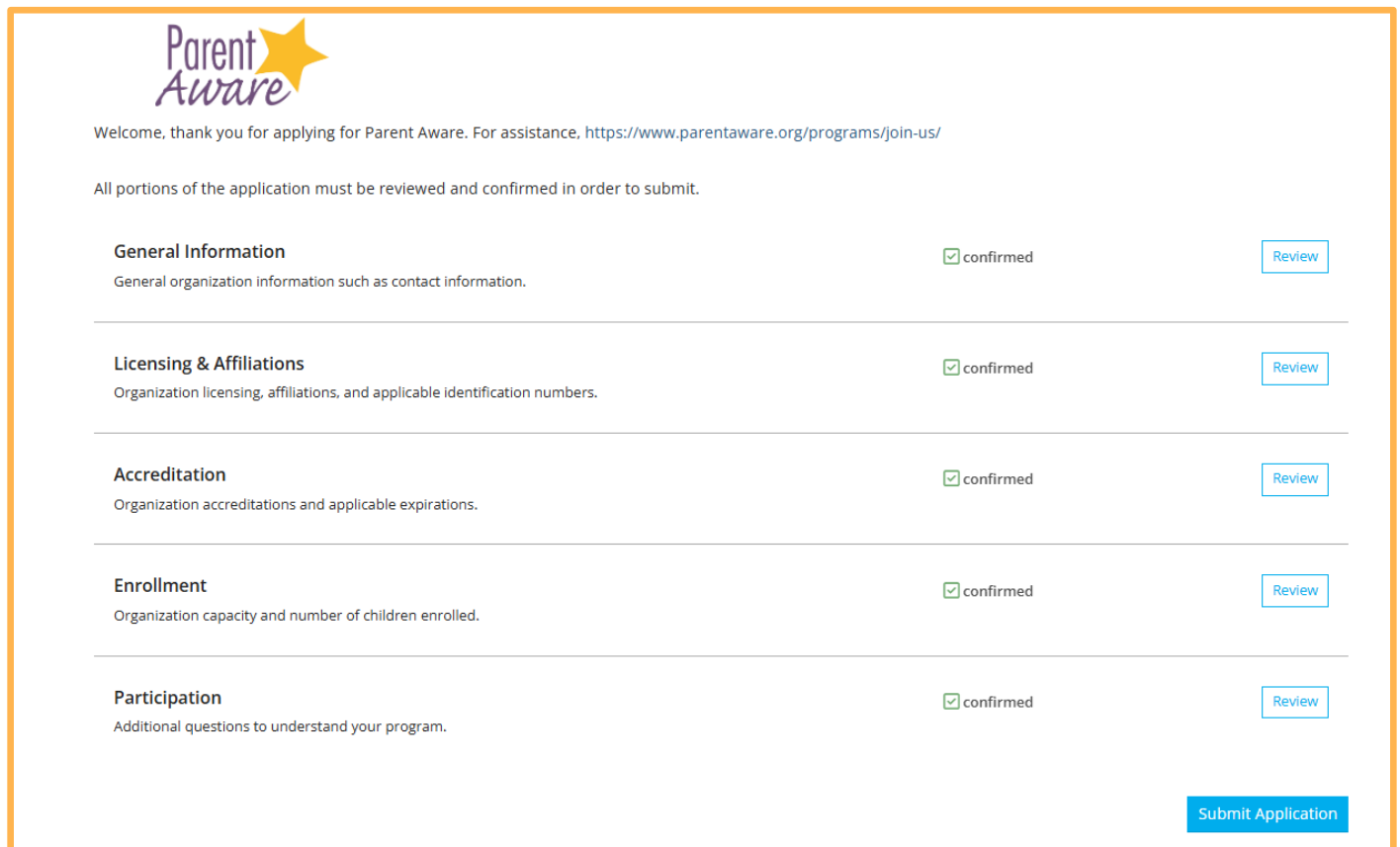
4. Once completed click on **Save and Confirm** button.

RETURN TO SAVED APPLICATION

A. Follow steps 1 through 5 in section, Where to apply in Develop.

B. It will take you back to the application.

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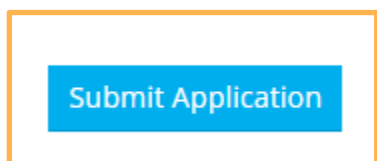1. Review all portions of the application to make sure it is correct and confirm each section.

2. Click **Submit Application** button when ready.

3. Read the electronic Parent Aware Participation Agreement.

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Participant Agreement   ×

Org ID #1▄▄▄▄
ABC Preschool & Early Learning Center
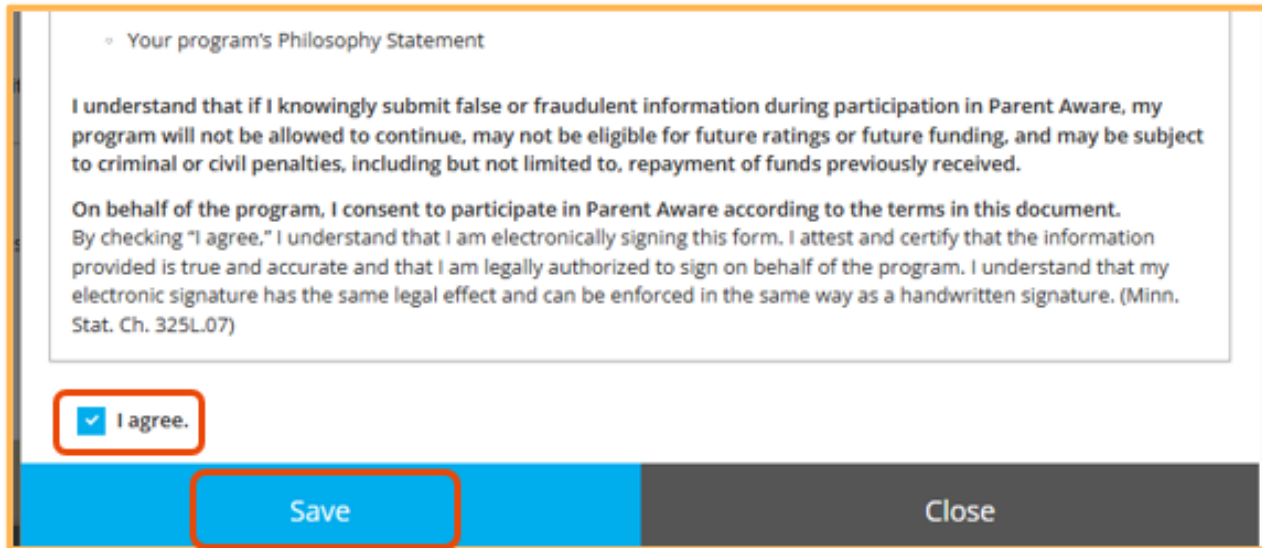Published Rating Not Rated / 📅 Valid Through N/A

PARTICIPANT AGREEMENT

for Licensed Child Care programs

By signing this agreement, your program's participation in Parent Aware begins on the date this agreement is executed, pending confirmation your child care program meets the stated eligibility requirements. This agreement is between your program, the Minnesota Department of Human Services (DHS) and the Minnesota Department of Children, Youth, and Families (DCYF). It describes requirements for participating in Parent Aware, for the benefits you may receive, and for holding a Parent Aware Rating. Please refer to the Parent Aware Policy Manual for more details about participation.

4. If you agree, check the **I agree** button. You are electronically signing this form. Your program's participation in Parent Aware begins on the date this agreement is executed, pending confirmation your child care program meets the stated eligibility requirements. This agreement is between your program, the Minnesota Department of Human Services (DHS) and the Minnesota Department of Children, Youth, and Families (DCYF). It describes requirements for participating in Parent Aware, for the benefits you may receive, and for holding a Parent Aware Rating. Please refer to the Parent Aware Policy Manual (PDF) for more details about participation.

   After checking the **I agree** button, click on the **Save** button.

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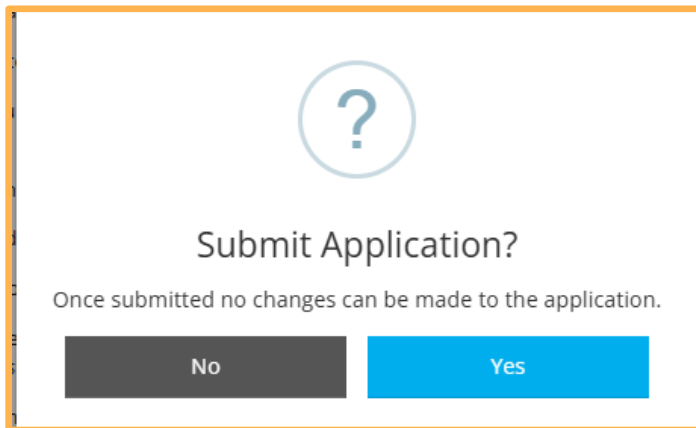

○ Your program's Philosophy Statement

I understand that if I knowingly submit false or fraudulent information during participation in Parent Aware, my program will not be allowed to continue, may not be eligible for future ratings or future funding, and may be subject to criminal or civil penalties, including but not limited to, repayment of funds previously received.

On behalf of the program, I consent to participate in Parent Aware according to the terms in this document. By checking "I agree," I understand that I am electronically signing this form. I attest and certify that the information provided is true and accurate and that I am legally authorized to sign on behalf of the program. I understand that my electronic signature has the same legal effect and can be enforced in the same way as a handwritten signature. (Minn. Stat. Ch. 325L.07)

☑ I agree.

Save   Close
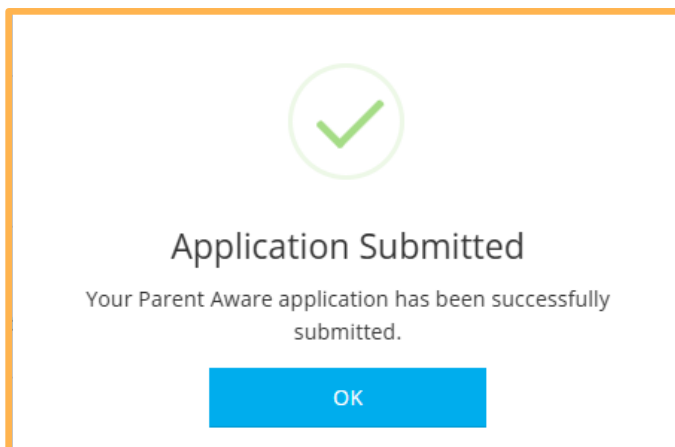
5. Click on **Yes** button, to submit.

?

Submit Application?

Once submitted no changes can be made to the application.

No   Yes

6. A message will display stating that the application was submitted successfully. Click the **OK** button.

✓

Application Submitted

Your Parent Aware application has been successfully submitted.

OK

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7. A new Parent Aware case will be in **Applied Status** on your Quality Dashboard.