develop

The Minnesota Quality Improvement & Registry Tool

PARENT AWARE – COMPLETING AN ENVIRONMENT SELF- ASSESSMENT

When a program has set up a classroom and assigned a Lead Teacher, they can complete an Environment Self-Assessment (ESA) for that classroom in Develop.

1. Click on the **Classrooms** tab on the Organization Profile.

2. Click on **Parent Aware ESA** to complete the ESA for the desired classroom.

DEPARTMENT OF CHILDREN, YOUTH, AND FAMILIES

Completing a Environment Self-Assessment

3. Confirm the age range the classroom serves, prior to completing the Environment Self-Assessment. Whether this is the first online Environment Self-Assessment, or the program is Re-Rating, select the **Confirm** button.

4. A new Environment Self-Assessment will be available for the program to complete.

   Programs can save their progress in the ESA by selecting **Save and Exit**. To return to the ESA, select **Confirm** after reviewing the age groups and you will be brought back to where you left off in the assessment.

5. After the ESA has been completed, the goal section will appear. Programs can set goals for any of the items on the ESA. Refer to the Parent Aware Quality Documentation Portfolio for guidance about goals required for Indicator Evidence.

6. Repeat the steps to complete an ESA for each classroom desired.