

### 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.

# 140874  
ABC Learning Center Inc  
DCYF License : 1095850  
Active

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

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

Toddler Room

|                     |                           |
|---------------------|---------------------------|
| Lead Teacher        | Foxtest, Emily (30 Hours) |
| Teacher             | Vacant                    |
| Age Ranges          | Toddlers                  |
| Max Room Capacity   | 9                         |
| Hours Open Per Week | 40                        |

Parent Aware ESA

## 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.

The screenshot shows the 'Environment Self-Assessment - Toddlers' form. At the top, it states 'Age range confirmation is required before taking this self-assessment.' Below this, the 'Age Ranges' section has four checkboxes: 'Infants', 'Toddlers' (which is checked), 'Preschoolers', and 'School Age'. A red arrow points from the 'Check box for age' label to the 'Toddlers' checkbox. Below the age ranges, there is a 'Room / group capacity?' field with the value '9'. To the right of this field, a blue box contains the text 'History of the most recent completed online Environment Self-Assessment for a classroom are displayed.' Below the capacity field, there are two buttons: 'Confirm' (circled in red) and 'Return'. To the right of these buttons, another blue box contains the text 'A "Details" button is available to click if there is history.' Below the buttons, there is an 'Assessment History' section with a warning icon and the text 'None'. A red arrow points from the 'Confirm' button to the 'Assessment History' section.

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.

The screenshot shows the 'ESA - Toddler Classroom - Toddlers' assessment form. At the top right, there is a 'Save and Exit' button (circled in red). Below the title, it says '0 out of 71 answered'. The main section is titled 'Foundational Quality' and contains three questions, each with 'Yes' and 'No' radio button options:

1. SUPERVISION: Provider has supervision policies and procedures.  
☐ Yes ☐ No
2. SUPERVISION: Licensing ratios are met and children are within sight and hearing at all times, consistent with licensing regulations.  
☐ Yes ☐ No
3. SUPERVISION: Extra supervision is provided to children who are physically aggressive (such as children who push, hit, or bite) to reduce the possibility of injuries.  
☐ Yes ☐ No

## The Minnesota Quality Improvement & Registry Tool

- 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.

Submitted 10/9/2025

### Assessment Goals

To strengthen the practices or learning environment of the classroom, please consider creating goals based off of the questions that were answered in the Environmental Self-Assessment

Click Set Goal for any of the items on the ESA.

Foundational Quality

- SUPERVISION: Provider has supervision policies and procedures.
- SUPERVISION: Licensing ratios are met and children are within sight and hearing at all times, consistent with licensing regulations.
- SUPERVISION: Extra supervision is provided to children who are physically aggressive (such as children who push, hit, or bite) to reduce the possibility of injuries.
- SAFETY: Equipment and materials are in good repair.

Set Goal

Set Goal

Set Goal

Set Goal

### Foundational Quality

- SUPERVISION: Provider has supervision policies and procedures.

Goal Statement and Strategies/Activities to accomplish goal

Goal Statement...

Strategies/Activities to accomplish goal...

Intended Outcome: Clearly define how this action will improve your program quality

How will this action improve your program quality...

Start Date

End Date

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