

PARENT AWARE – ORGANIZATION PROFILE

The **Organization Profile** displays a variety of program related information. This is an overview of what is displayed on each tab.

Only the organization owner and profile users can access their program's organization profile. For more information on organization owner and user reference the [Managing Organization Profile Owners and Users](#) (PDF).

STATUS TAB

The **Status** tab displays different program identification numbers such as licensing, or partnerships with programs like Head Start or School Districts.

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

Add New

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

ORG DETAILS TAB

The **Org Details tab** is where you can make sure your information is accurate and current. It lists your **Communication Preferences**, **Training Sponsor information**, physical and mailing address, phone number and web site address if applicable. This information can only be updated by users who have access to the **Organization Profile**.

Status	Org Details	Program Info	Classrooms	Quality	Employees	RBPD	Reports	Document Vault
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Parent Aware – Organization Profile

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

Contact Information

Email Address* Amy.Friedges@email.com [Send Message](#)

First Name* Last Name* Friedges

[Click here to manage who has access to your organization profile.](#) [Manage organization profile users](#)

PROGRAM INFO TAB

The **Program Info tab** has three separate areas:

1. **Organization Profile** – This information is not used for Parent Aware
2. **Accreditation** – You can add accreditation information by clicking **+Accreditation**

Early Childhood Accreditation information will help determine which Parent Aware pathway your program may be eligible to participate in.

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

Organization Profile Accreditation Philosophy Statement

Program Accreditation [+ Accreditation](#)

3. **Philosophy Statement** – a great place to provide information about the program's practices, operation, and unique qualities. After becoming a Parent Aware Rated program, the Philosophy Statement will appear on ParentAware.org for prospective families to view.

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Status	Org Details	Program Info	Classrooms	Quality	Employees	RBPD	Reports	Document Vault
Organization Profile		Accreditation	Philosophy Statement					

Edit

Philosophy Statement

To develop and build loving, trusting, lifelong relationships with children and families in a safe and nurturing environment, while providing high quality, developmentally appropriate education stimulating social, cognitive, physical, emotional and spiritual growth. -COME GROW WITH US!

CLASSROOMS TAB

The **Classrooms tab** contains important information about the program such as number of children enrolled, child demographics, the type of programming offered, and the classrooms operating at the program.

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

Program Enrollment

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

Infants	8	High Needs	0
Toddlers	14	High Needs	2
Preschoolers	20	High Needs	0

Information listed on the **Classrooms Tab** will be reviewed during the Parent Aware Rating process. Additional information about how to set up classrooms or complete an Online Environmental Assessment (ESA) can be found in additional guides. Ask your Quality Coach or Professional Development Advisor (PDA) for assistance.

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Race of Children Enrolled

American Indian/Alaskan Native	5	Percent	11%
Asian/Pacific Islander	5	Percent	11%
Black/African American	5	Percent	11%
Hispanic/Latino	5	Percent	11%
Bi/Multi-Racial	5	Percent	11%
White	5	Percent	11%

Number of enrolled children speaking English as a second language?

11	Percent	25%
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Director of Record

None [Edit](#)

Classrooms

[Add Classroom](#)

[afd](#)

Lead Teacher	None
Teacher	None
Age Ranges	Infants
Room Capacity	0
Hours Open Per Week	50

[Parent Aware ESA](#)

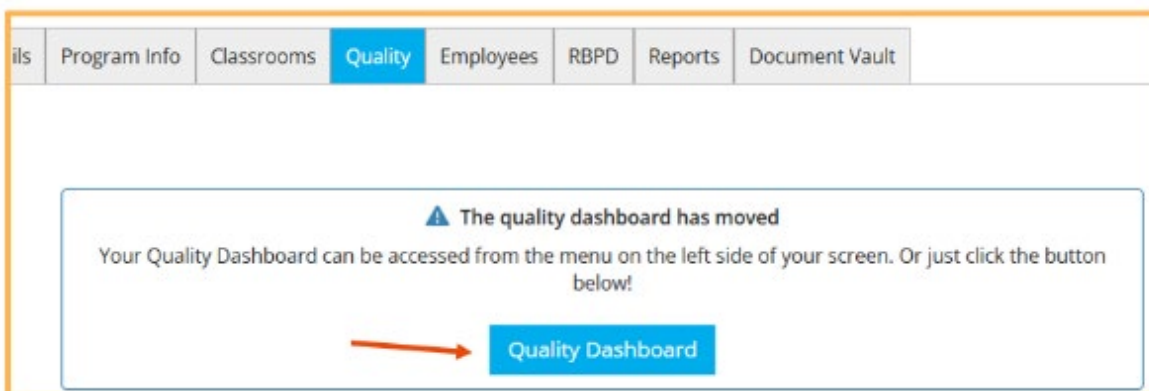
QUALITY TAB

The Quality Tab will take you to the Quality Dashboard.



To view the Quality Dashboard:

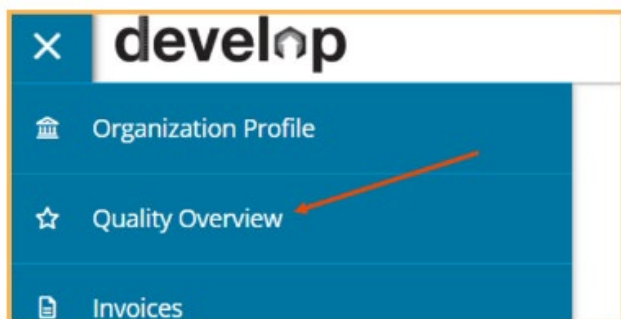
1. Click on the **Quality Dashboard** button



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



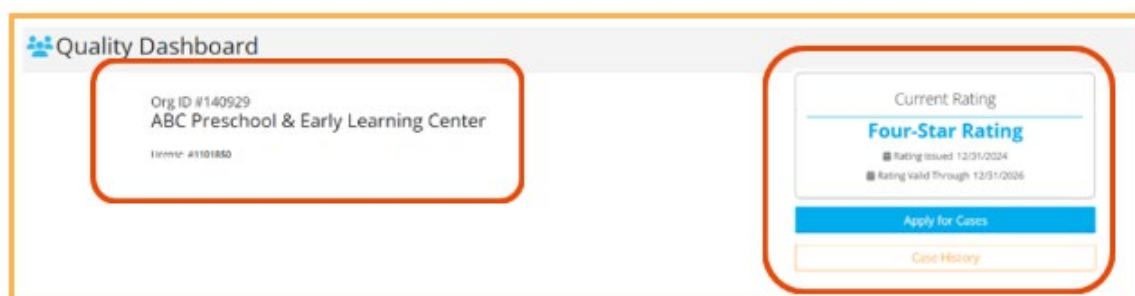
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3. The dashboard displays the current org information and active cases at-a-glance. There are three sections of the page as described below: Top section, middle section, bottom section.

a. Top section:

- i. Left side: Org ID, name, license number.
- ii. Right side: Current Rating, Apply for Cases button if eligible, and Case History button.



- iii. Current Rating: Displays the issued and valid through dates of the Rating
- iv. Apply for Cases: The Apply for Cases button is where you can apply for Parent Aware, Building Quality or Regional Grants.




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- v. Case history: Selecting the Case History button will display a history of cases that are associated with a program's Parent Aware participation. Cases will include Parent Aware, Building Quality and QIS.

 Case History

Case status information displayed below pertains to the most recent status change for that particular case.

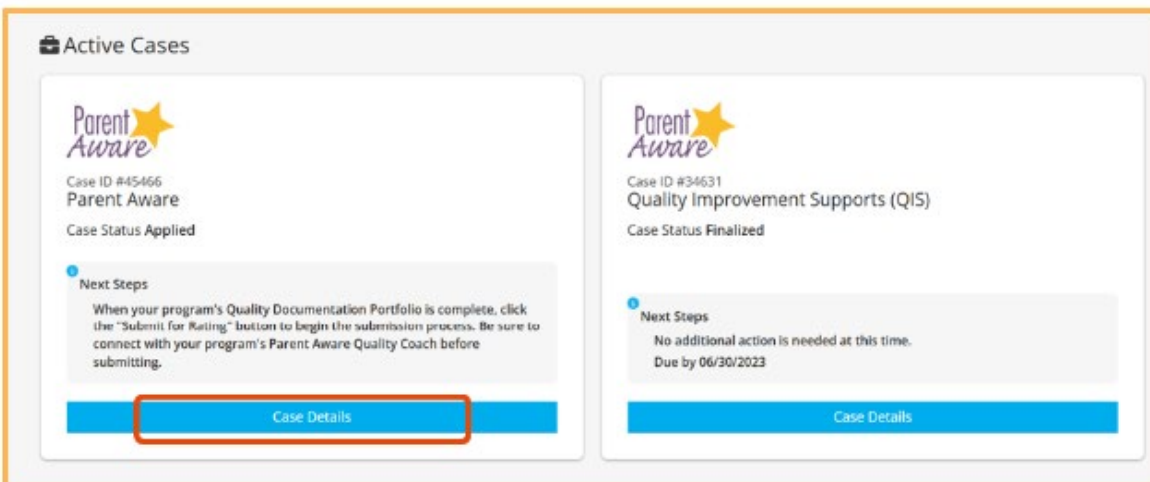
Showing 1-6 out of 6

#34631 Quality Improvement Supports (QIS) Applied 12/31/2022 / Updated 06/04/2025 / Status Finalized Grant Period January 2023 / Pathway QIS	
#30638 Parent Aware Applied 06/10/2022 / Updated 02/03/2023 / Status Completed Rating Period 12/31/2022 - 12/31/2024 / Pathway Full-Rating Pathway / Rating Earned No Rating / Expired On 01/01/2025	
#30257 Building Quality Applied 11/18/2021 / Updated 08/08/2022 / Status Finalized Grant Period January 2022 / Pathway Building Quality	
#30068 Parent Aware Applied 10/18/2021 / Updated 11/18/2021 / Status Cancelled	

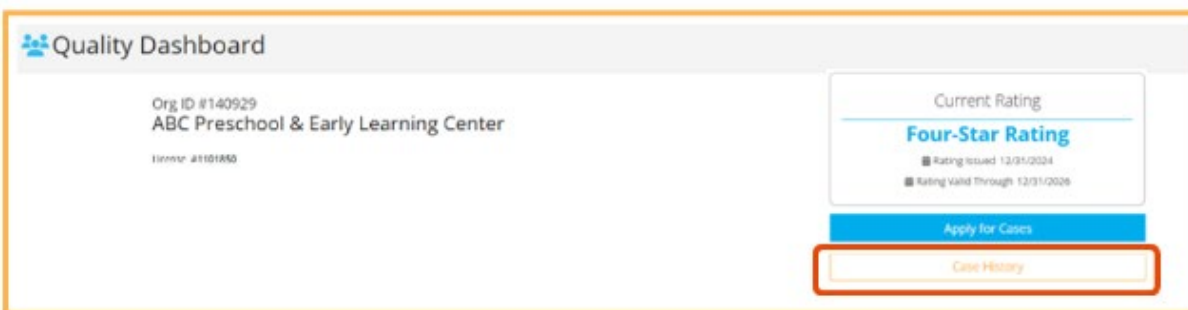
b. Middle section: This section will list the most recent or active cases.

1. To view the most current active case, click on the Case Details button.

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2. To view more cases, click on the **Case History** button on the page.



- c. Bottom section: This is the EQUIP section. You will see Action Items (goals) that have been set by your program..

NOTE: Develop selects **In Progress Action Items** as a default. No action items will be displayed if there are no in progress action items.

Filter options to display EQUIP Action Items:

3. Case: Select from the down-drop list the type of case you are wanting to view.
4. Check or uncheck any of the boxes such as: **In Progress**, **Past Due**, **Completed**, and **Removed** action items.

You can also add **Action Items** directly from the main page. Select and click the **Add Item** button.

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EQUIP
The Electronic Quality Improvement Plan (EQUIP) allows you to set goals and track your progress.

Filter Items

Case
Show All

- 0 In Progress** Action Items ☒
- 0 Past Due** Action Items ☐
- 8 Completed** Action Items ☐
- 0 Removed** Action Items ☐

No Action Items Found
No items have been found based on your search criteria.

[Add Item](#)

The filters can be used to organize the display of your Action Items.

EMPLOYEES TAB

The **Employees Tab** displays users who have reported employment at your organization. This is where you can update and verify employment.

Contact Us if you have questions or concerns regarding this list.' Below this is a 'View Employees' dropdown menu set to 'Employees'. A table with the following columns is shown: ID, Name, Title, Date, Career Lattice Step, Current Status, and Status."/>

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

Registered Employees

The following list of employees has been gathered by Develop through individual application data entry. Use the "Update" link to modify employment records. Please [Contact Us](#) if you have questions or concerns regarding this list.

View Employees
Employees

ID	Name	Title	Date	Career Lattice Step	Current Status	Status
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RBPD TAB

The **RBPD tab** will display the RBPD activities (coaching, advising, or technical assistance) that has been entered into Develop by an RBPD Specialist. RBPD activities are either organized by association with a Parent Aware Quality case, or if not part of Parent Aware, they are entered as No Case Assigned.

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StatusOrg DetailsProgram InfoClassroomsQualityEmployeesRBPDReportsDocument Vault

RBPD Activities Received

✓ Primary RBPD Specialist

Case ID | 34631QISCohort | January 2023Status | Finalized

Total Hours of Support - 0.25

Date	Title	Type	RBPD Specialist	Attendees	Hours
01/02/23	Full Rating Grants	Quality Improvement	✓ Emmie Whitmoretest	0	0.25

Case ID | 30638Full-Rating PathwayCohort | July 2022Status | Completed


Total Hours of Support - 7.50

REPORTS TAB


The **Reports tab** displays reports regarding information on training and verified KCF hours for employees.


StatusOrg DetailsProgram InfoClassroomsQualityEmployeesRBPDReportsDocument Vault

Training

[Training Participation](#)
If you have not offered Training Events through Develop, no information will be available

Program Profile

[Verified approved staff training hours in KCF Areas I – IVb](#)
Staff membership and training information relevant to Parent Aware Advising. Only shows KCF Areas I – IVb.

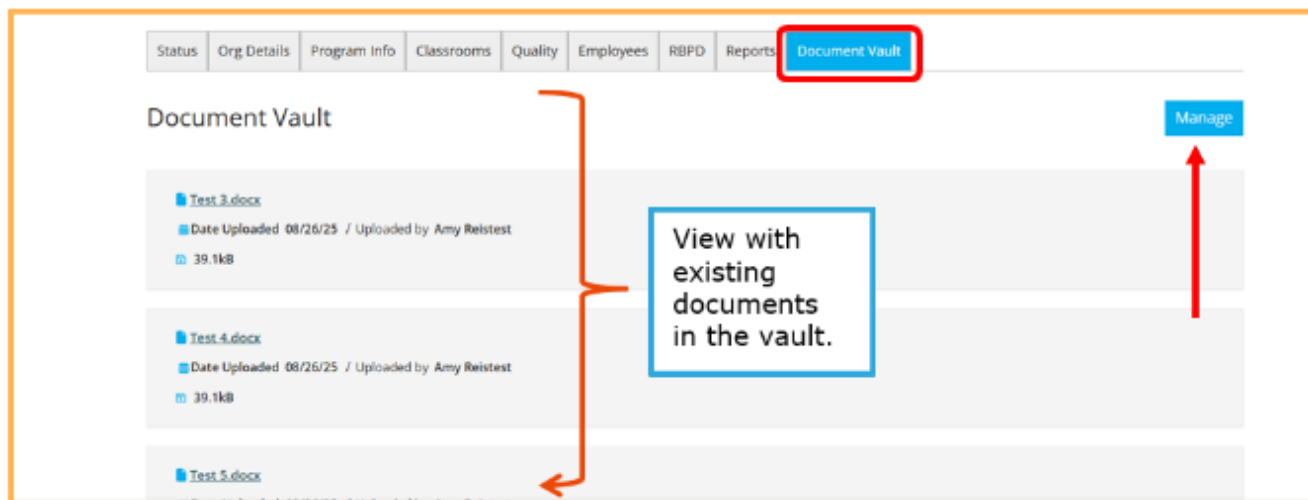
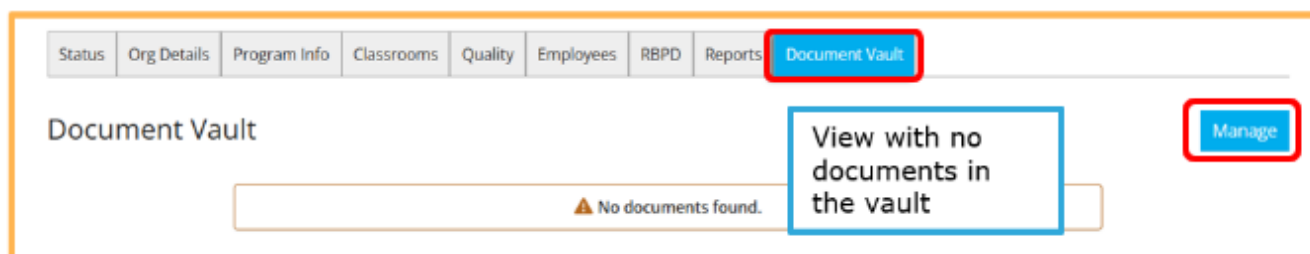
[Staff Report](#)
List of staff with a link to the Knowledge & Competency Framework Learning Record

DOCUMENT VAULT

Document Vault tab is a storage space for program documents.

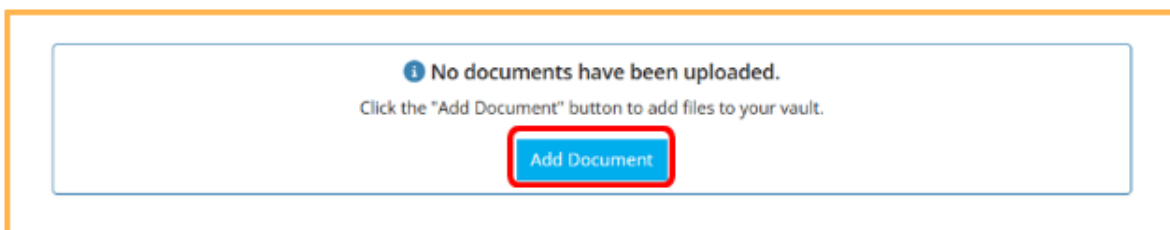
1. Click the **Manage** button to add a new document.

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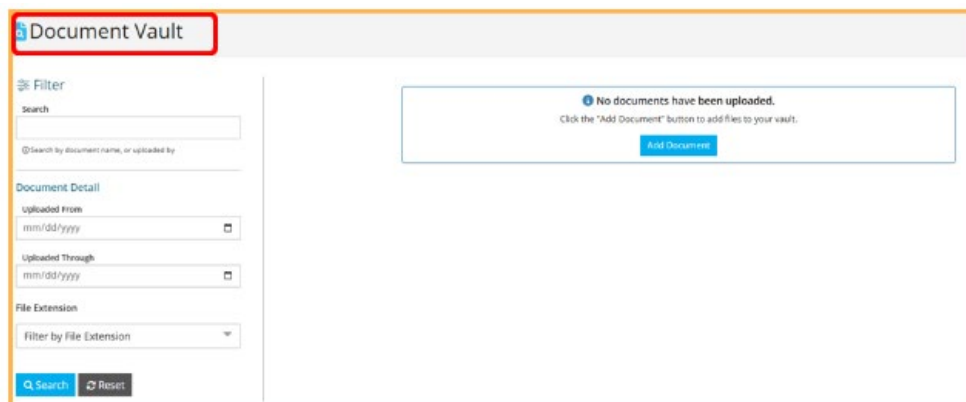
2. Click the **Add document** button to add new document/s.

- i. To help with organization of the document vault for your program, it is recommended to have a naming convention for documents. This will help with the search as the vault grows.
- ii. During the QDP submission process, you will have the options to add existing documents from the vault to QDP Indicators and/or add documents from your computer to the QDP Indicators and save them to the vault.



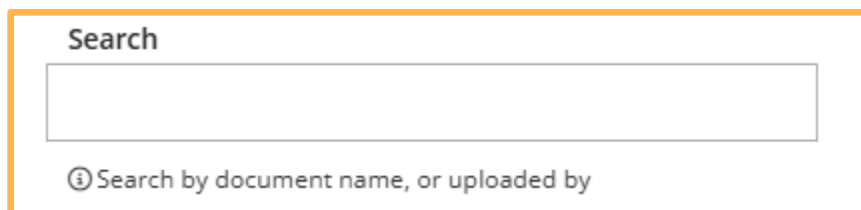
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- b. Search for existing documents using the filters located on the left-hand side of the screen.



The screenshot shows the 'Document Vault' interface. On the left, there is a 'Filter' section with a 'Search' input field, a 'Document Detail' section with 'Uploaded From' and 'Uploaded Through' date pickers, and a 'File Extension' dropdown menu. At the bottom of the filter section are 'Search' and 'Reset' buttons. The main area on the right displays a message: 'No documents have been uploaded. Click the "Add Document" button to add files to your vault.' with an 'Add Document' button.

- i. Search box: Type the document name, or uploaded by in the field



A close-up of the search box. It has a title 'Search' above a large text input field. Below the input field is a hint text: 'Search by document name, or uploaded by'.

- ii. Document detail: You can search by any of the fields below.
1. Uploaded From date – Enter in the date to begin from.
 2. Uploaded Through date – Enter in the date it ends through.
 3. File Extension – Select the type of file extension you are searching for.

The following file types are accepted:

The following file types are accepted:
.doc,.docx,.xls,.xlsx,.pdf,.rtf,.ppt,.pptx,.jpeg,.jpg,.bmp,.gif,.png,.pub,.tiff,.tif,.odt