

VQB5 DATA VERIFICATION RESOURCE GUIDE

(2023 – 2024)



VIRGINIA DEPARTMENT OF EDUCATION

VQB5 DATA VERIFICATION: 2023-2024

All sites that are receiving a VQB5 Quality Profile will have the opportunity to participate in a data verification process prior to profiles being finalized.

- Data Verification will provide sites with the final opportunity to verify information, review practice rating results, or request corrections. At the conclusion of the data verification process, VDOE will make changes to quality profiles as necessary before finalizing.
- Ready Regions and VDOE's VQB5 team will provide support to site administrators during the verification period.
- The process will be done through LinkB5 and an online form.
- The verification period for 2023-2024 is **July 15 – July 26.**
- **This year, one new item is the request to add hours of operation**

VQB5 DATA VERIFICATION: THE WHY

Data verification helps ensure accuracy and build credibility for VQB5 by enabling every site to verify their individual information before it is public.

- Before the publication of VQB5 ratings and quality profiles, Data Verification will provide sites with an opportunity to verify information, review any score replacements that have taken place, or request corrections prior to the information becoming publicly available.
- Data verification is the final opportunity sites will receive to review, confirm, and if needed, contest any data or rating information that will be included in the public VQB5 Quality Profile each year. The accuracy of the overall system depends on every partner ensuring that their individual information is accurate.
- At the conclusion of the annual data verification process, VDOE will make changes to quality profiles as necessary, and finalize quality profiles before publication. The public release of VQB5 ratings and quality profiles will be in Fall 2024.
- The data verification period begins on or around July 15 every year and will remain open for at least 10 business days.

TIMELINE OF EVENTS FOR DATA VERIFICATION: JULY 15 – JULY 26

Monday, July 15

- 2023-2024 site quality profiles will be posted in LinkB5 at 12:01am.
- Site administrators and Ready Regions leads will be notified by email that profiles are live on Monday morning.

Monday, July 15 – Friday, July 26

- Site administrators will log in to LinkB5 and navigate to the Reports tab to download and view the **VQB5 2023-2024 Profile** report.
- **If a site wants changes/corrections to the Site Information section of their profile:** They will click the link on their profile and be led to an online form to complete. They will receive a corrected quality profile when official results release in the Fall.
- **If a site does not want changes/corrections to the Site Information section of their profile:** They will have no further action items. They will receive the same quality profile when official results release in the Fall.

Friday, July 26

- Data verification will end and LinkB5 will close at 11:59pm.

VQB5 2023-2024 DATA VERIFICATION TIMELINE

July 2024						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14, 12:01am: Data Verification profiles Posted in LinkB5	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

July 15, 12:01am: Data Verification Profiles Posted in LinkB5

July 26, 11:59pm: Data Verification Closes

OVERVIEW OF 2023-2024 QUALITY PROFILE FOR DATA VERIFICATION



VQB5 2023-2024 Quality Profile Preview

On the next page you will find a preview of your 2023-2024 Quality Profile. Each profile includes two sections; site performance, which includes the overall site rating and site information, based on information entered in LinkB5 profiles.

VQB5 site performance results are based on measurement data collected from fall and spring local CLASS observations entered into the LinkB5 system, external CLASS observation replacements (if applicable) and from classroom curriculum information collected from the LinkB5 site profile.

- Details about how VQB5 Quality Ratings are determined can be found in the [VQB5 Quality Rating User Guide](#)
- Information about fall score replacement is available in your LinkB5 [reports](#)
- Information about spring score replacement is provided on page 3 of this document.

VQB5 Quality Profiles, which include the site quality rating, will be posted online starting in the fall of 2024. (Guidelines Section 6.3)

All [publicly-funded](#) sites, and non-publicly-funded sites who opt-in to VQB5 will have an online quality profile. Sites will also receive a certificate to document their quality rating and optional display.

Families will have information and access about quality of care.

Data Verification Instructions (View Resource Guide)

Before the publication of VQB5 quality profiles, data verification provides an opportunity to verify information, review any score replacements that have taken place, or request corrections prior to the information becoming publicly available.

- For 2023-2024, the data verification period opens on July 15 and ends on July 26.
- Please review the information in the table below. To update site information featured in your site's VQB5 2023-2024 Quality Profile, click here to view the Data Verification Form.

When completing the form, you will only be allowed to submit changes for the Site Information section of the profile. If you have questions about the Site Performance section, please reach out to your Ready Region or contact VDOE at vqb5@doe.virginia.gov. The form is only able to be submitted once per site; please ensure that the information entered is accurate and thorough before clicking submit.

Site Performance
This information is based on CLASS observations and curriculum data and **CANNOT** be changed using the form.

Instructions & Link to Data Verification Form

Site Information:
This information can be changed using the form.



VQB5 2023-2024 Quality Profile SAMPLE 1 - CENTER

SITE PERFORMANCE 2023-2024*

Site Name: ABC Childcare		Site ID: 1234
VQB5 Quality Rating: Meets Expectations		
Interactions Points: 465 points	Curriculum Points: 100 points	Total Points: 565 points
Interactions Performance Information		
Observations using the CLASS® tool were completed at this site, in the fall and spring, to measure the quality of teacher-child interactions.		
Infant Classrooms	Toddler Classrooms	Pre-K Classrooms
Observations of teacher-child interactions in infant classrooms exceeded expectations	Observations of teacher-child interactions in toddler classrooms met expectations	Observations of teacher-child interactions in preschool classrooms met expectations
Curriculum Performance Information		
This site reported using a VDOE approved curriculum in at least one classroom.		
Curricula Used	Frog Street Toddler, Frog Street 3's, Frog Street 4's	


SITE INFORMATION

Site Address: 123 Sesame Street, Richmond VA 22222	
Ready Region: Ready Region 4 - Central	
Site Email: director@abcchildcare.com	Site Phone: 111-111-1111
Hours of Operation: Please complete the data verification form and submit your site's Hours of Operation to ensure that it appears on the public VQB5 website this Fall.	Other care options: Offers Drop-in; Offers Afterschool
Age Levels Served: Infants (0-15 months); Toddlers (16-35 months); 3 year olds; 4 year olds	Site Type: Center
Site Website: abcchildcare.com	Public Funding Information: Child Care Subsidy; VECF Mixed Delivery
View Quality Rating User Guide for more information about site performance results.	

*The site profile information and performance results are based on information entered in LinkB5 during the 2023-2024 year. Interactions results are based on local and external CLASS observations. Use of an approved curriculum is not required for VQB5. Questions can be sent to vqb5@doe.virginia.gov.

OVERVIEW OF 2023-2024 QUALITY PROFILE FOR DATA VERIFICATION

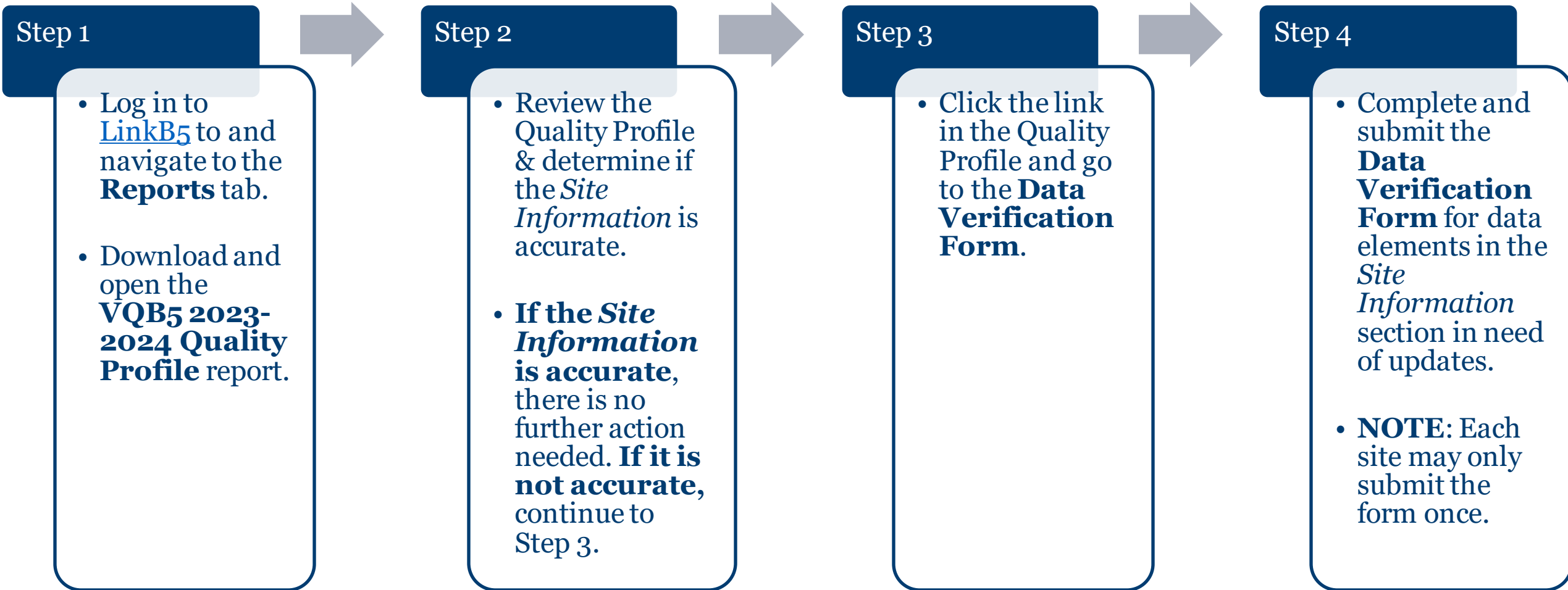
Hours of Operation

		
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HOW TO COMPLETE DATA VERIFICATION

A Step-by-Step Guide

DATA VERIFICATION: STEP BY STEP SUMMARY



STEP 1: DOWNLOAD THE 2023-2024 QUALITY PROFILE

- Log in to LinkB5 (<https://linkb5.virginia.edu/user/login>).
- Navigate to the **Reports** tab.
- Download and open the **VQB5 2023-2024 Quality Profile** report.

STEP 2: REVIEW THE 2023-2024 QUALITY PROFILE

page 1:



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page 2:



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STEP 3: GO TO THE DATA VERIFICATION FORM

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CLICK
HERE

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View Quality Rating User Guide for more information about site performance results.		

*The site profile information and performance results are based on information entered in LinkB5 during the 2023-2024 year. Interactions results are based on local and external CLASS observations. Use of an approved curriculum is not required for VQB5. Questions can be sent to vqb5@doe.virginia.gov.

LANDING PAGE OF THE DATA VERIFICATION FORM



Use this form to update any site information featured in your site's VQB5 Quality Profile for Project Year 1 2023-2024 found in the reports section of LinkB5. **The link to this form is unique to your site; , Site ID: -- please do not share this link with anyone outside of your site.**

When completing the form, you will only be allowed to submit changes for the Site Information section of the profile. If you have questions about the Site Performance section, please reach out to your Ready Region or contact VDOE at vqb5@doe.virginia.gov. The form is only able to be submitted once per site; please ensure that the information entered is accurate and thorough before clicking submit.

If your site information is correct and you do not wish to make any changes to your profile, you do not need to complete this Data Verification form.

If you have any questions, please reach out to your Ready Region or contact VDOE at to vqb5@doe.virginia.gov.

Please select the data fields below that you would like to make changes to. **Please remember Hours of Operation is new this year and is a required field.**

- ☐ Site Address
- ☐ Site Email
- ☐ Site Phone Number
- ☐ Days of Operation
- ☐ Hours of Operation
- ☐ Other Care Options
- ☐ Age Levels Served
- ☐ Site Type
- ☐ Site Website
- ☐ Public Funding Information

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☐ Public Funding Information

NOTE: When completing the form, be sure to only select the data fields that need to be updated.

LANDING PAGE OF THE DATA VERIFICATION FORM

Please select the data fields below that you would like to make changes to.
Please remember Hours of Operation is new this year and is a required field.

- ☐ Site Address
- ☐ Site Email
- ☐ Site Phone Number
- ☐ Days of Operation
- ☒ Hours of Operation
- ☐ Other Care Options
- ☐ Age Levels Served
- ☐ Site Type
- ☐ Site Website
- ☐ Public Funding Information

**NOTE: Hours of Operation
is NEW this year**

Hours of operation for the site.
Please format responses to reflect example: (Start Time) 9:00am (End Time) 5:00pm

	Start Time	End Time
Monday	<input type="text"/>	<input type="text"/>
Tuesday	<input type="text"/>	<input type="text"/>
Wednesday	<input type="text"/>	<input type="text"/>
Thursday	<input type="text"/>	<input type="text"/>
Friday	<input type="text"/>	<input type="text"/>
Saturday	<input type="text"/>	<input type="text"/>
Sunday	<input type="text"/>	<input type="text"/>

STEP 4: COMPLETE AND SUBMIT THE FORM



Use this form to update any site information featured in your site's VQB5 Quality Profile for Project Year 1 2023-2024 found in the reports section of LinkB5. **The link to this form is unique to your site; , Site ID: -- please do not share this link with anyone outside of your site.**

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- ☒ Age Levels Served
- ☐ Site Type
- ☒ Site Website
- ☐ Public Funding Information

1

* Site phone number:

* Care options:

- ☐ Drop-in
- ☐ Overnight
- ☐ Extended Hours
- ☐ Afterschool
- ☐ None of these

* Age levels served:

- ☐ Infants (0-15 months)
- ☐ Toddlers (16-35 months)
- ☐ 3 year olds
- ☐ 4 year olds

* Site website:

2



Thank you for taking the time to submit the Data Verification Form for VQB5 Project Year 1 2023-2024.

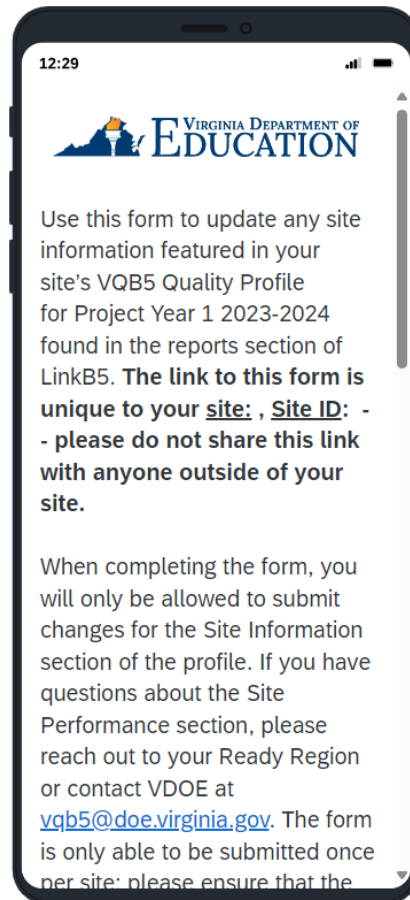
3

Next page >

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COMPLETING THE FORM ON A MOBILE DEVICE

- For convenience, the Data Verification Form may be submitted on a mobile device. All steps and information for completing the form, including the information in this guide, will remain the same.



FREQUENTLY ASKED QUESTIONS

FAQS ABOUT THE DATA VERIFICATION PROCESS

- What should a site do if all the information in the Site Information section of their quality profile is correct?
 - They do not need to do anything and should not complete the data verification form.
- What if a site disagrees with or has concerns about the *Site Performance* section of the quality profile?
 - Sites should review the information in the [Rating Guide](#) for detailed information about how site performance ratings are determined. If concerns remain, they should email vqb5@doe.virginia.gov.
- I missed the July 26 deadline. What should I do?
 - When LinkB5 opens for VQB5 registration, update site information during registration.
- I submitted changes on the Data Verification Form. Will those changes be reflected in LinkB5?
 - No, you will only see the updates reflected in the final Quality Profiles. You will need to make sure that information in LinkB5 is correct during the 2024-2025 VQB5 registration process in LinkB5.

FAQS ABOUT THE DATA VERIFICATION FORM

- The link to the data verification form isn't working. What should I do?
 - Please email vqb5@doe.virginia.gov **ASAP** and VDOE staff will reset the link. Please include the site ID on your quality profile.
- I am a multi-site administrator. Do I need to complete one form per site?
 - Yes. Each site has its own unique link. If each of your sites has corrections, you will need to complete one form per site.
- How many times can I complete the form?
 - Once. You may use the link provided to return to the form, but you may only submit the form one time.
- Who will have access to my site's data verification form?
 - Every site administrator in LinkB5 will have access to the Quality Profile and data verification instructions. However, the form may only be submitted **once** per site. We suggest that sites designate one person to oversee submission of the data verification form.

QUESTIONS?

Contact VDOE at VQB5@doe.virginia.gov



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