

VQB5 CLASSROOM LISTS TOOLKIT OVERVIEW

September 20, 2024



OBJECTIVES AND AGENDA

During this webinar, site leaders will

- Learn about the purpose of classroom lists in VQB5.
- Receive guidance and resources to help with successful completion of classroom lists for the 2024-2025 year.

Agenda

- Overview and Background on VQB5
- Purpose of Classroom Lists in VQB5
- Guidance for Meeting the Classroom List Requirement
- LinkB5 Data Security
- Next Steps for Site Leaders
- Q&A



VIRGINIA'S EARLY
CHILDHOOD SYSTEM MUST
ENSURE THAT ALL CHILDREN
HAVE QUALITY TEACHING
AND LEARNING EXPERIENCES
THAT MEET THEIR
UNIQUE NEEDS.

To ensure all children are ready for Kindergarten, Virginia has developed the **Unified Virginia Quality Birth to Five System (VQB5)**.

- VQB5 recognizes the impact of every classroom, provides feedback to every educator, and supports all publicly-funded birth-to-five programs to improve.
- All publicly-funded programs that serve children ages birth to five are required by state law to participate in VQB5.
- Early childhood programs that do not receive any public funds have the option to participate.

The first VQB5 Quality Profiles will be shared publicly in the fall of 2024.

IMPROVING SCHOOL READINESS

State law requires that the VDOE improve learning experiences for young children so more children can enter school with the foundational skills needed to be successful in kindergarten and beyond.



- To understand how different early learning experiences support kindergarten readiness, **classroom lists of children enrolled** will be entered into the secure VQB5 data portal, called LinkB5.
- This information will be used to better support early childhood programs and educators to improve experiences for children.

WHAT ARE CLASSROOM LISTS?

Classroom lists include all children who are enrolled in birth-to-five classrooms in VQB5 participating sites.

- With parental awareness, classroom lists are completed each fall in the LinkB5 data portal to understand which children are in which classroom at a point-in-time on an annual basis.
- Classroom lists connect the experiences of all children in Virginia's early childhood classrooms with specific outcomes, like kindergarten readiness, for children who later attend public schools.



WHY ARE CLASSROOM LISTS IMPORTANT FOR VIRGINIA?

Having child enrollment information for each VQB5 classroom helps Virginia improve experiences for infants, toddlers, and preschoolers.

- This information will help bring much needed resources to early childhood programs in our state by showing the positive impact of early childhood education.



CLASSROOM LISTS TOOLKIT



The **Classroom Lists Toolkit** provides detailed information for VQB5 site leaders to help you and your staff have a successful experience meeting the 2024-2025 requirements for classroom lists.

The toolkit is available in [English](#) and [Spanish](#) on the VQB5 Participation Requirements webpage.

STEPS FOR MEETING THE VQB5 CLASSROOM LISTS REQUIREMENT 2024-2025

There are three steps to meeting the classroom lists requirement this fall.

STEP 1 (Toolkit Section 1)

Inform all families about VQB5 and its purpose in the fall (between August 15-December 22).



STEP 2 (Toolkit Section 2)

If needed, implement a parent permission process using an opt-in or opt-out approach.



STEP 3 (Toolkit Section 3)

Enter classroom lists for applicable children in LinkB5 by December 22.

STEP 1

INFORMING PARENTS ABOUT VQB5 AND CLASSROOM LISTS

Site leaders are responsible for informing all parents/legal guardians about VQB5 and classroom lists.

- This means every parent/legal guardian should be aware that:
 - Your site is participating in VQB5, and
 - Child-level information is gathered safely and securely through the completion of classroom lists in a secure data portal, called LinkB5.
- VDOE has developed a resource called '**VQB5 for Families**' which is available in English and Spanish on the VQB5 website.
 - Sharing this resource will meet the requirement to inform parents.





STRATEGIES FOR ENGAGING FAMILIES

Below are some examples of possible ways to inform parents about VQB5:

- Share the '[VQB5 for Families](#)' document on your program's website, as a printed handout, or as a link in a newsletter.
- Include information about VQB5 and classroom lists in your parent handbook.
- Display VQB5 information on a family bulletin board.
- Host a 'VQB5 for Families' information session.
- Once available, share the link to your public VQB5 quality profile on your website (*The new quality profile website will be available later this fall*).

See Page 4 for in the toolkit for more information.

TALKING TO FAMILIES ABOUT VQB5 AND CLASSROOM LISTS

Site leaders may be asked questions about VQB5 and classroom lists.

The classroom list toolkit provides talking points on Page 5 to help inform your responses.



What is the purpose of VQB5?

- VQB5 is short for Virginia Quality Birth to Five.
- VQB5 is Virginia's system for measuring and supporting quality in early childhood programs so children enter kindergarten ready to learn.
- VQB5 is used in child care centers, family day homes, public school preschools, and Head Start all across the state.
- VQB5 builds on health and safety standards by measuring the quality of teacher-child interactions and use of curriculum.
- Starting this fall, you can view our quality profile online.



Why are classroom lists important for Virginia?

- Having child enrollment information for each classroom helps Virginia improve experiences for infants, toddlers, and preschoolers.
- This information will help bring important resources to early childhood programs in our state by showing the positive impact of early childhood education.
- Classroom lists help demonstrate the value of having different types of programs available to support young children and to ensure families have access to quality options that meet their needs and preferences.



How will my child's classroom list information be kept secure?

- LinkB5 is the secure data system used to collect and hold children's information.
- LinkB5 has the same strong, protective infrastructure that is used by Virginia's K-12 public schools.
- State and federal laws are in place that help protect how children's information is used.
- VDOE is legally obligated to ensure that children's information is safe and secure.
- LinkB5 is consistently audited for security and is built to modern security specifications (e.g. encryption).
- Classroom lists data is never used in a way that can identify any individual child. (See Appendix B for details.)



What do classroom lists mean for me and my child?

For families participating in VA-Child Care Subsidy, Mixed Delivery, or attending public school preschool:

- Your child's information is already part of existing state and educational records.
- Classroom lists will link your child's information with their classroom-level experiences.

For private-pay families and families of Department of Defense-MCCYN and non-public school Early Head Start/Head Start:

- You have the option to support classroom list completion.
- You do not have to provide permission for use of your child's information in classroom lists if you do not want to.

STEP 2

IF NEEDED, IMPLEMENT A PARENT PERMISSION PROCESS

If parent permission is needed, sites can obtain permission for classrooms lists by using an opt-in or opt-out approach.

Parent Permission	Definition	Templates*
Opt-In Approach	Opt-in requires collecting a permission form from every parent to indicate permission for the use of their child's information in classroom lists.	Appendix C
Opt-Out Approach	Opt-out requires notifying parents that their child's information will be included in classroom lists, unless the parent tells the site in writing that they want to opt-out.	Appendix D

Considerations and guidance for implementing the opt-in/opt-out processes, as well as sample scenarios are provided in **Section 2** of the toolkit.

**Sites may also create their own opt-in/opt-out forms to gather parent permission. Word document versions of the templates are available on the [VQB5 Participation webpage](#).*

PROGRAM SPECIFIC REQUIREMENTS FOR CLASSROOM LISTS 2024-2025

Depending on how a child's early care and education is funded (i.e., private pay versus public funds) there are different requirements for obtaining parent permission.

The Classroom Lists Toolkit includes a detailed chart on Page 7, to explain what is required for each funding type that may support tuition at your site.

Tuition Funding Type	VQB5 Classroom Lists Expectations for 2024-2025
Virginia Child Care Subsidy Program (VA-CCSP)	<ul style="list-style-type: none"> ✓ Parents must be informed of VQB5 by site ✓ Site leader must enter information into classroom lists in LinkB5 <p><i>Additional parent permission is NOT required for families in the VA Child Care Subsidy Program.</i></p>
Virginia Early Childhood Foundation (VECF) Mixed Delivery Program	<ul style="list-style-type: none"> ✓ Parents must be informed of VQB5 by site ✓ Site leader must enter information into classroom lists in LinkB5 <p><i>Additional parent permission is NOT required for families in the VECF Mixed Delivery Program.</i></p>
Public School Preschool (VPI, ECSE, Title 1, or locally funded classrooms)	<ul style="list-style-type: none"> ✓ Parents must be informed of VQB5 by site <p><i>Public school programs complete the fall student record collection (SRC). This meets the requirements for classroom lists, there is no requirement to enter information in LinkB5 for public school preschool students. Additional parent permission is NOT required for public school preschool.</i></p>
Head Start and Early Head Start	<ul style="list-style-type: none"> ✓ Parents must be informed of VQB5 by site <p><i>Community-based Early Head Start/Head Start sites need to obtain parent permission for use of child information for classroom lists.</i></p> <p><i>All school division Head Start grant recipients will include their student level enrollment data as part of the Fall SRC of their local school division. This meets the requirements for classroom lists. There is no additional requirement to enter information in LinkB5 for public school Head Start students. Additional parent permission is NOT required for public school Head Start.</i></p>
Department of Defense (DoD) - Military Child Care Fee Assistance (MCCYN)	<ul style="list-style-type: none"> ✓ Parents must be informed of VQB5 by site <p><i>Department of Defense (DoD) Military-Operated programs and community-based sites who serve Military Fee Assistance (MCCYN) children ages birth-5 need to obtain parent permission for use of child information for classroom lists.</i></p>
Child Care Access Means Parents in School (CCAMPIS)	<ul style="list-style-type: none"> ✓ Parents must be informed of VQB5 by site ✓ Site leader must enter information into classroom lists in LinkB5 <p><i>Additional parent permission is NOT required for families funded through CCAMPIS higher education institutions in Virginia.</i></p>
Local Government fee assistance subsidy program	<ul style="list-style-type: none"> ✓ Parents must be informed of VQB5 by site ✓ Site leader must enter information into classroom lists in LinkB5 <p><i>Additional parent permission is NOT required for families funded through local government programs in Virginia.</i></p>
Private Pay Tuition	<ul style="list-style-type: none"> ✓ Parents must be informed of VQB5 by site <p><i>Sites are not required to ensure all private-pay families give permission as a condition of VQB5 or receiving public funds. They only have to ensure families are aware of and have the opportunity to support classroom lists.</i></p>

STEP 3

COMPLETING CLASSROOM LISTS IN LINKB5

There are two ways for site administrators to complete classroom lists in LinkB5 by December 22:

- 1) adding each child individually, or
- 2) uploading a list of children using a template.

Instructions for each method are described in **Section 3** of the toolkit as well as via the [LinkB5 Resources website](#).

- VDOE recommends that site leaders view the short (4 min) video tutorial for completing classroom lists in LinkB5.
- LinkB5 instruction guides can be translated into other languages if needed.
- Reach out to your Ready Region or LinkB5 Tech Support for assistance.



Public school preschools will complete the Fall Student Record Collection (they do not need to enter child information into LinkB5).

LEGISLATIVE INFORMATION RELATED TO CLASSROOM LISTS (APPENDIX A)

Legislation/Guidelines Pertaining to Classroom Lists

§ 22.1-289.05 Code of Virginia - Uniform measurement and improvement system; regional entities; establishment

VDOE Board of Education - VQB5 Guidelines for 2024-2025

- Classroom Lists Requirement Section 3.2.3

Head Start Performance Standard §1302.53 (Federal)

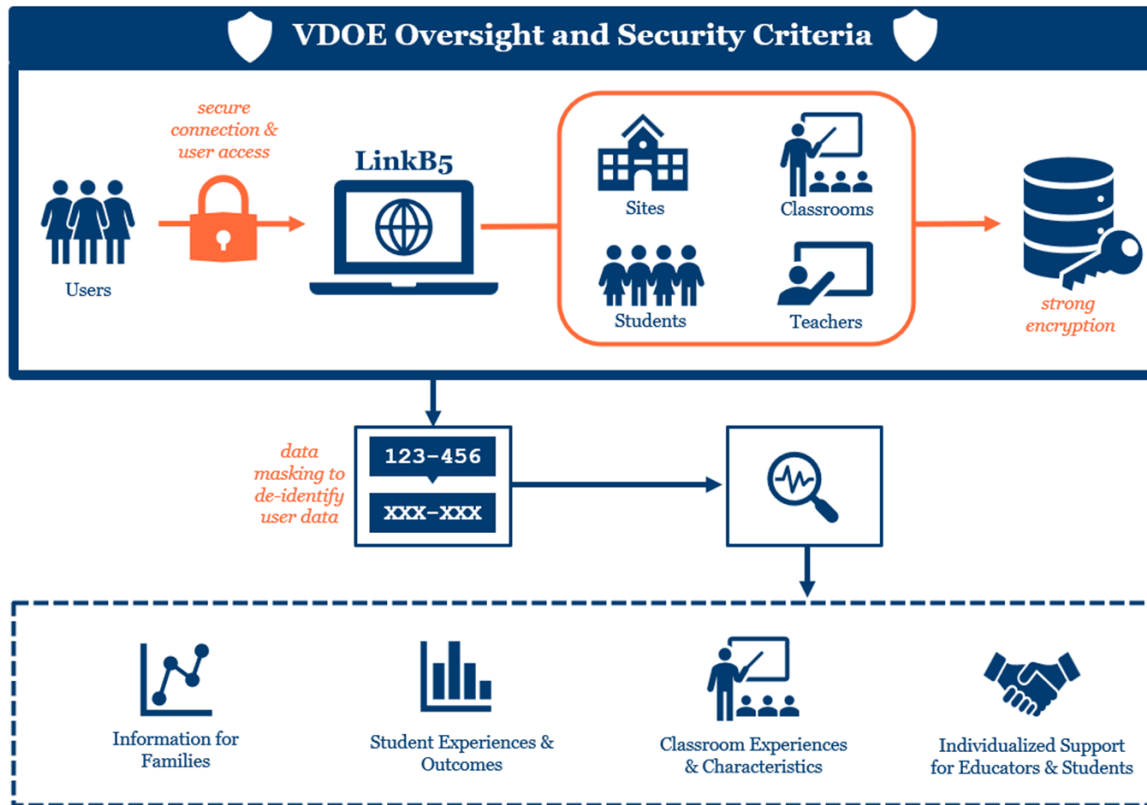
- Community Partnerships and coordination with other early childhood and education programs.
 - b.2 Quality Rating and Improvement Systems
 - b.3 Data Systems

VA Child Care Licensing Regulations

§ 22.1-289.018. Code of Virginia – Inspections and Interviews

§ 22.1-289.06. Code of Virginia – Confidential records and information

DATA SECURITY AND DATA DE-IDENTIFICATION IN LINKB5 (APPENDIX B)



Next Steps for Classroom Lists

TOOLKIT CONTENTS

All VQB5 site leaders should review the information in the Classroom List toolkit this fall.

- Overview of Classrooms Lists in VQB5
- Section 1 – Informing Parents about VQB5 and Classroom Lists
 - Key Points for Informing Parents about VQB5 and Classroom Lists
 - Strategies for Ensuring Parent Awareness and Engagement
 - Talking to Families about Classroom Lists
- Section 2 – Parent Permission Requirements and Resources
 - Key Points for Supporting Parent Permission
 - Program Specific Requirements and Expectations
 - Parent Permission: Implementing an Opt-in/Opt-out process
 - Sample Scenarios for Meeting Classroom Lists Expectations
- Section 3 – Entering Classroom Lists in LinkB5 -
 - Key Points for Entering Classroom Lists in LinkB5
 - Instructions for entering Classroom Lists in LinkB5
 - Supporting Successful Completion of Classroom Lists
- Appendices:
 - Appendix A – Legislative Information Related to Classroom Lists Requirement
 - Appendix B - Data Security Details
 - Appendix C – Opt-In Parent Permission Form Template
 - Appendix D – Opt-Out Parent Permission Form Template



VQB5 Classroom Lists Toolkit for Site Leaders

2024-2025

Version 1 - September 2024

FALL CLASSROOM LIST COMPLETION

Once you've reviewed the toolkit, you can move forward with completing the following steps this fall:

- 1) Inform all parents about VQB5 and its purpose.
- 2) If needed, implement a parent permission process.
- 3) Enter child information for applicable children in LinkB5 by December 22.

Reach out to your [Ready Region](#) if you need assistance with VQB5 parent engagement strategies or with completion of classroom lists.

Stay informed on the launch of the VQB5 Quality Profile website for families by signing up for [VDOE Readiness Connections](#).

THANK YOU!

Additional details about the VQB5 2024-2025 Participation Requirements can be found on the VDOE Quality and Measurement (VQB5) website.

Please respond to the short webinar survey share your feedback.

**Questions and feedback can also be sent to
vqb5@doe.virginia.gov**

VIRGINIA DEPARTMENT OF EDUCATION

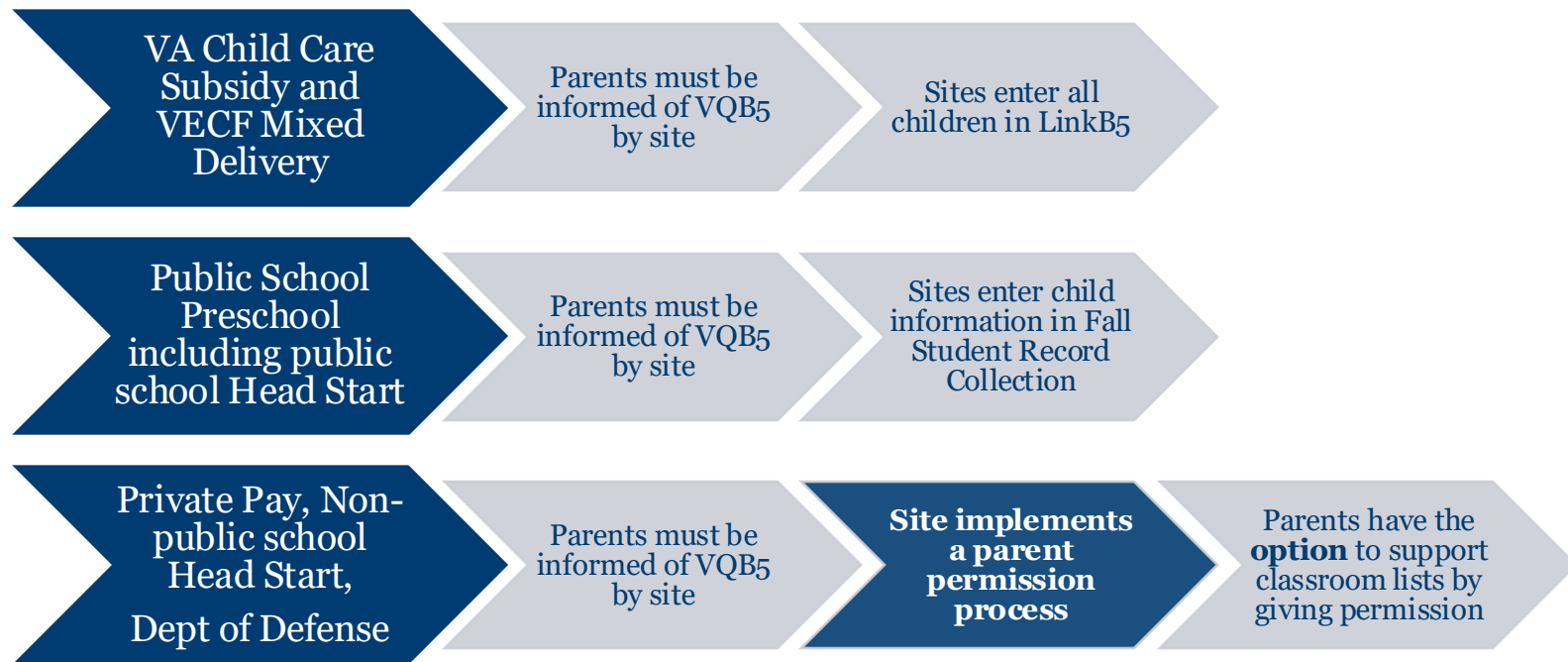
VQB5 ANNUAL PARTICIPATION REQUIREMENTS

Publicly-funded sites must complete three activities annually to meet the legislative requirement. Non-publicly-funded sites who opt-in to VQB5 must also complete these activities in order to receive a public quality profile.

- 1)** All VQB5 participants are required to use the [LinkB5 data portal](#) to provide information about their sites, classrooms, teachers, and child enrollment through the completion of various profiles.
- 2)** Every eligible classroom must complete [two local CLASS observations](#), one in the fall and one in the spring, with scores entered in LinkB5.
- 3)** In addition to the two local CLASS observations, all participating sites must participate in [external CLASS observations](#) for each age-level served, between August 15 and May 31.

CLASSROOM LISTS: PROGRAM REQUIREMENTS SUMMARY

Depending on how a child's early care and education is funded there are different expectations for classroom lists and obtaining parent permission.



See chart on Page 7 in Toolkit for program-specific details.