








Rules for Creating RBPD Events

When to Enter RBPD Events

When you are conducting one of the following activities:

	One-on-one and in-person
	Small group work
	Skype
	Telephone
	Email

Guidelines for Telephone and Email Use

These are the parameters for using the telephone or email to coach/advise a child care program/provider.

With the approval of changes to Grantee deliverables, the Minnesota Department of Human Services, changed the parameters for using the telephone or email to coach/advise a child care program/provider.

We are waving the requirement for endorsement types where the call/email will count toward the provider's Career Lattice, the call/email is made as a follow up to a face-to-face, small group or virtual visit.

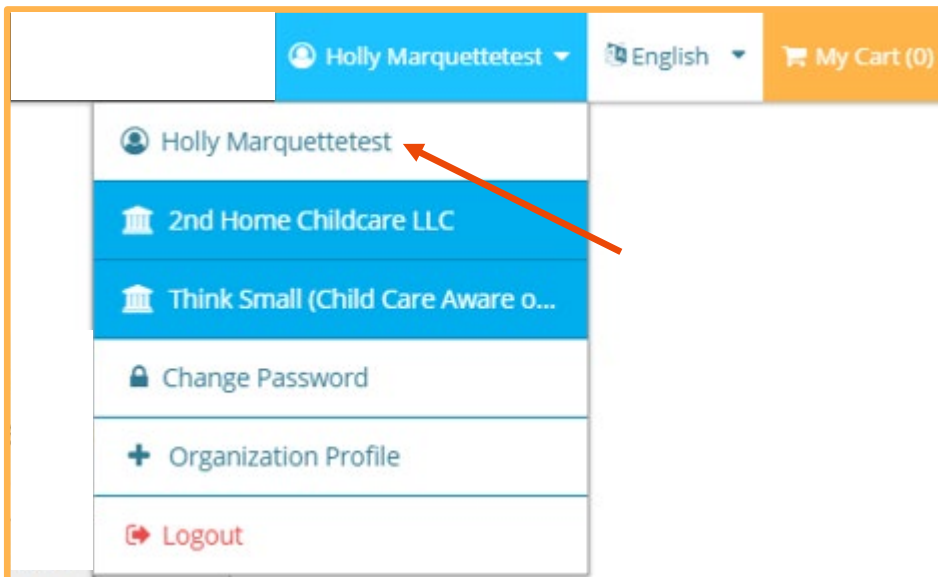
- During the listed period of time, telephone or email is limited to the following hours:
 - Building Quality – **10** of the 20-30 hours (**Note: A maximum of 5 out of the 10 hours can occur by email.**)
 - Full Rating – **all** hours of the 6-15 hours
 - Continuous Quality Improvement – Unlimited
 - CLASS Coaching – **10** hours of the 30 hours
 - Mental Health Consultants – **Half of total** hours **provided out of 100 hours possible** by phone
More than 50% must be approved by contacting Teya.Dahle@state.mn.us

Rules for Creating RBPB Events

- Professional Development Advisors – Hours for all touch points
 - Health and Safety Coaches – **10** hours of the 20-30 hours
 - Inclusion Coaching – **10** hours of the 20-30 hours
 - Infant Toddler Coaching – **10** hours of the 20-30 hours
- Each email correspondence can be entered for .25 hours or greater
 - 2-4 emails can be grouped together as one RBPB Event
 - Emails grouped together should occur during the same week
 - RBPB Events should be entered no later than 7 days after the last email was sent
 - Telephone correspondence can be entered for .25 hours or greater
 - 2-4 calls can be grouped together as one RBPB Event
 - Calls grouped together should occur during the same week
 - RBPB Events should be entered no later than 7 days after the last call was made or received

How to Enter RBPB Events

1. Select your Individual Profile from the context menu. The context menu is on the top of the page on the right-hand side if using a desktop or laptop. The context menu is on the left-hand side if using a tablet or mobile phone.

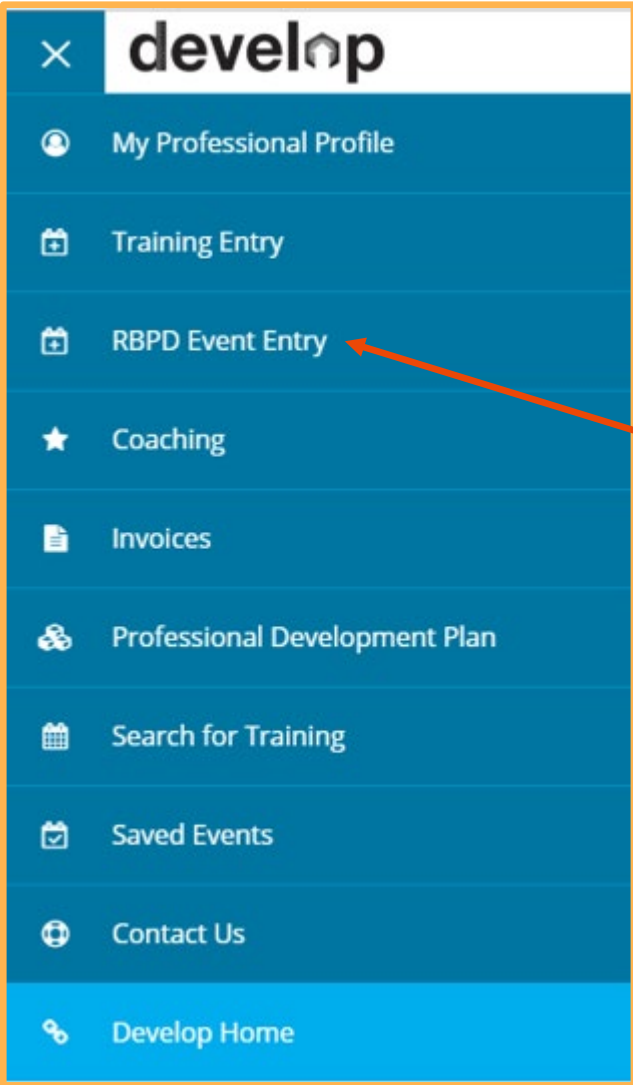


Rules for Creating RBPD Events

develop

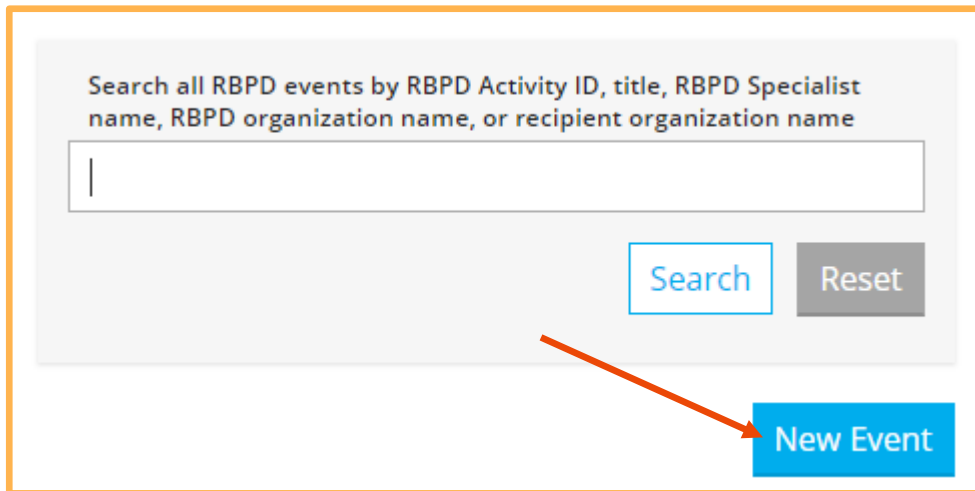
Rules for Creating RBPD Events

2. Click **RBPD Event Entry** from the left-hand navigation menu.



Rules for Creating RBPD Events

- This will take you to the “My RBPD Events” page. Click **New Event**.



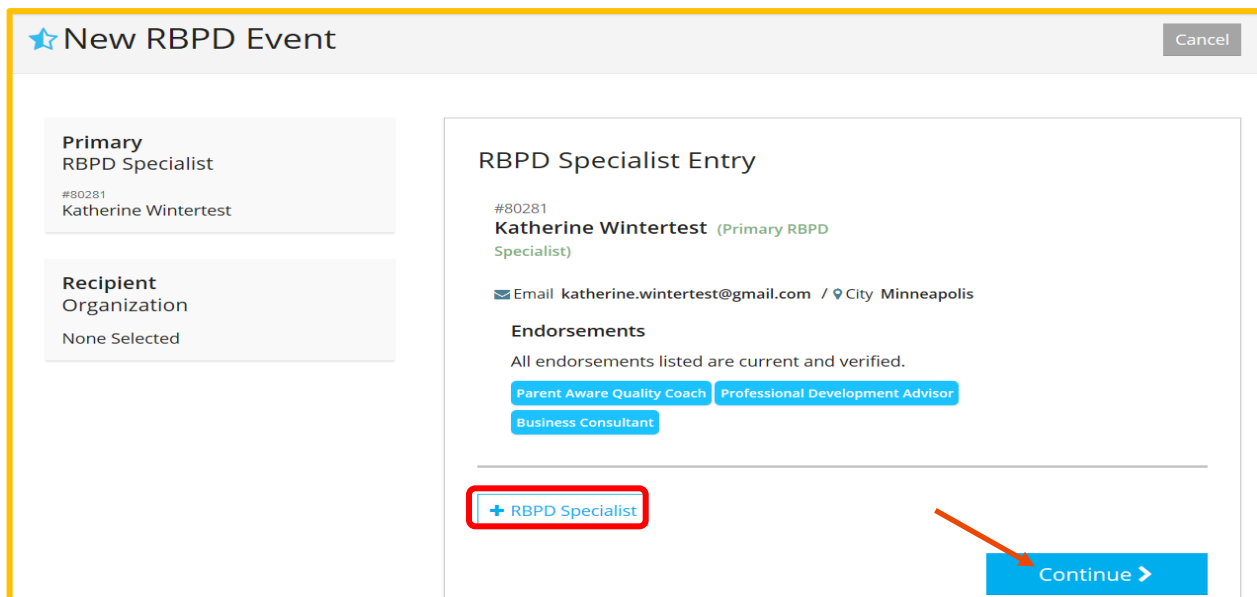
Search all RBPD events by RBPD Activity ID, title, RBPD Specialist name, RBPD organization name, or recipient organization name

Search Reset

New Event

Detailed description: This screenshot shows a search interface for RBPD events. At the top, there is a text prompt: "Search all RBPD events by RBPD Activity ID, title, RBPD Specialist name, RBPD organization name, or recipient organization name". Below this is a search input field. To the right of the input field are two buttons: "Search" (highlighted with a blue border) and "Reset" (grey). Below the search area, a red arrow points from the "Search" button to a blue "New Event" button located at the bottom right of the search container.

- The next page shows current, verified Endorsement(s) you hold as an RBPD Specialist. If you worked with another RBPD Specialist for this Event, you can add the person to the Event by clicking **+ RBPD Specialist**. If you were the only RBPD Specialist at this Event, click **Continue**.



New RBPD Event Cancel

Primary RBPD Specialist
#80281
Katherine Wintertest

Recipient Organization
None Selected

RBPD Specialist Entry

#80281
Katherine Wintertest (Primary RBPD Specialist)

Email katherine.wintertest@gmail.com / City Minneapolis

Endorsements
All endorsements listed are current and verified.
Parent Aware Quality Coach Professional Development Advisor
Business Consultant

+ RBPD Specialist

Continue >

Detailed description: This screenshot shows the "New RBPD Event" page. The page title is "New RBPD Event" with a star icon and a "Cancel" button in the top right. On the left, there are two sections: "Primary RBPD Specialist" showing "#80281 Katherine Wintertest" and "Recipient Organization" showing "None Selected". The main content area is titled "RBPD Specialist Entry" and shows "#80281 Katherine Wintertest (Primary RBPD Specialist)". Below this, it lists "Email katherine.wintertest@gmail.com / City Minneapolis". Under "Endorsements", it states "All endorsements listed are current and verified." and lists three endorsements: "Parent Aware Quality Coach", "Professional Development Advisor", and "Business Consultant". At the bottom left, there is a red-bordered button labeled "+ RBPD Specialist". At the bottom right, there is a blue "Continue >" button. A red arrow points from the "+ RBPD Specialist" button to the "Continue >" button.

Rules for Creating RBPB Events

- a. You can search for another RBPB Specialist by Name or Individual ID number. Enter the information and click **Search**. Your results will display on the right side. Click **Select** to add the person as an RBPB Specialist for the Event.

Select Additional Consulting Specialist(s)

Filter RBPB Specialists

Use Non-Approved RBPB Specialist?

RBPB Specialist ID
Search ID

RBPB Specialist Name
test

Search Reset

Showing 1-17 out of 17

Sort by Last Name Direction Ascending

#1969
Amy Abeartest
Select

Email katherine.wintertest+amyabeartest@gmail.com /
City Young America

Endorsements
All endorsements listed are current and verified.
Parent Aware Quality Coach Pre-K CLASS Coach

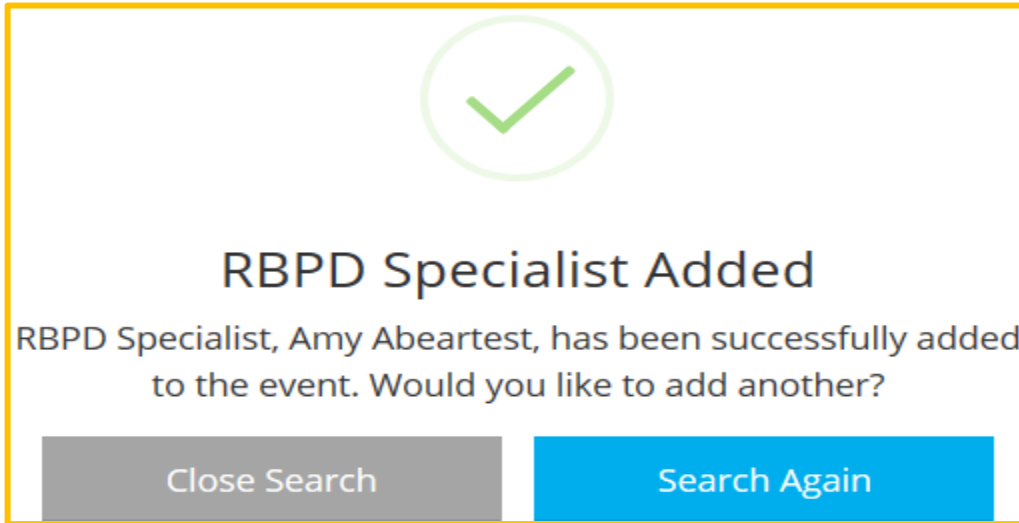
#69785
Kimberly Ackertest
Select

Email 1234@gmail.com / City Clear Lake

Endorsements
All endorsements listed are current and verified.
Early Childhood Accreditation Coach/Consultant Inclusion Coach/Consultant

Rules for Creating RBPD Events

- b. After the RBPD Specialist is added, a confirmation message will appear. Click **Close Search** to return to the RBPD Event Entry Page, or **Search Again** to add another RBPD Specialist.



Rules for Creating RBPB Events

- c. To remove an RBPB Specialist from the Event, click the red **garbage can** icon. When done, click **Continue**.

RBPB Specialist Entry

#80281
Katherine Wintertest (Primary RBPB Specialist)

✉ Email katherine.wintertest@gmail.com / 📍 City Minneapolis

Endorsements

All endorsements listed are current and verified.

Parent Aware Quality Coach Professional Development Advisor Business Consultant

Additional RBPB Specialist(s)

#1969
Amy Abeartest

✉ Email katherine.wintertest+amyabeartest@gmail.com / 📍 City Young America

+ RBPB Specialist

Continue >

Rules for Creating RBPD Events

5. Enter the Org ID or license number for the recipient Organization and click **Search**. If you are working with a non-licensed program type, use the organization ID, as duplicate programs may exist. Your results will display on the right hand side. If this is the correct Org, click **Select**. If not, you can click **Reset** to search again.

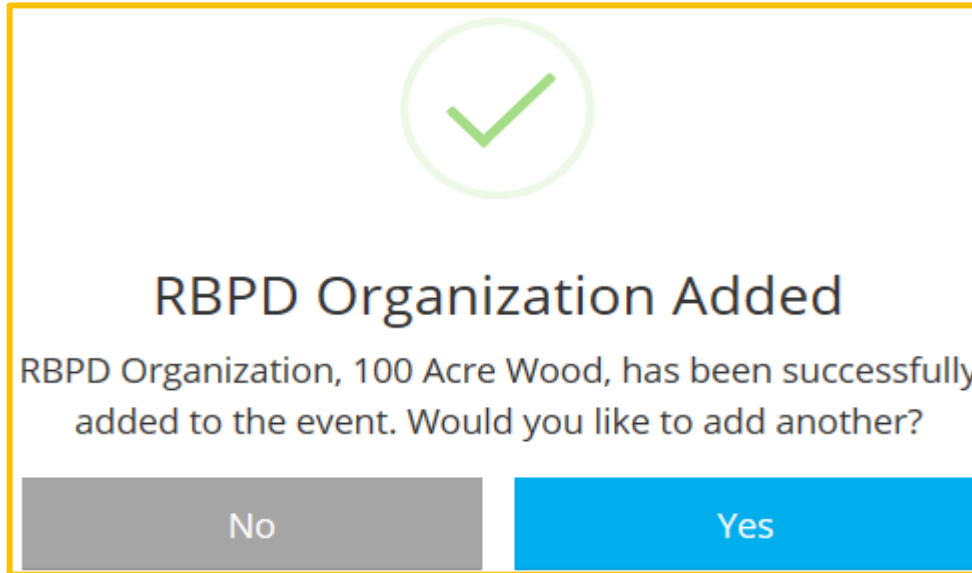
The screenshot displays a web interface for searching organizations. On the left, a sidebar titled "Search Organizations" contains several search filters: "Organization ID" (with the value "131267"), "Type" (with a dropdown menu "Filter by Type"), "License Number" (with a search box "Search by License Number"), "Region" (with a dropdown menu "Filter by Region"), and "Organization Name or Contact Name" (with a search box "Search Organization Name or Contact Name"). Below these filters are two buttons: "Search" and "Reset".

On the right, the search results are displayed. At the top right, it says "Showing 1 out of 1". Below this, there are sorting options: "Sort by: Name" and "Direction: Ascending". The main result is for organization #131267, named "100 Acre Wood". It includes details such as "Status Registered / Created on 06/13/2017", "Address 1313 mocking bird lane / City Ashdown Forest / State MN", and "Contact Chris Robin". Below the organization details is a section titled "Program Info" with the text "100 Acre Wood / Number #1000100 / Status Active". At the bottom right of the results area, it says "Showing 1 out of 1". A blue "Select" button is located to the right of the organization name.

Red arrows in the image point to the "Search" button in the sidebar and the "Select" button in the results area.

Rules for Creating RBPD Events

6. You will receive a confirmation message when an Organization has been successfully added to the Event.
 - a. To add another Organization, click **Yes** and complete step 5 again.
 - b. If you are finished adding Organizations, click **No**.



Rules for Creating RBPD Events

7. The information you entered will display on the left hand side of the page.

The screenshot shows a user interface with two main sections: 'Primary RBPD Specialist' and 'Recipient Organization'. Each section contains a name, a number, and an address. To the right of each section is a blue icon of a notepad and pen. A red callout box with two arrows pointing to these icons contains the text: 'Once an RBPD Specialist or Organization has been entered, you can click on the paper & pen icon to go back and add, delete, or edit the information.'

Section	Number	Name	Address	Edit Icon
Primary RBPD Specialist	#2145	Holly Marquettetest		Yes
Recipient Organization	#131267	100 Acre Wood	City Ashdown Forest	Yes
	#99517	1st Class Learning Center	City Eden Prairie	Yes

Rules for Creating RBPD Events

8. Choose if the RBPD Event will apply to the **Whole Program** or **Individual Classroom**. **If this option is not available, this is because the program has not yet created classrooms in its Organization Profile.**
 - a. Select **Entire Program** if you are working with a Family Child Care Provider
 - b. Select **Entire Program** if you are working with a Director and the entire Child Care Center
 - c. Select **Entire Program** if you are working with staff from multiple classrooms
 - d. Select **Classroom** if you are working with one particular classroom

When finished, click **Continue**.

The screenshot shows a form with the following elements:

- Program Info** section: 100 Acre Wood / Number #1000100 / Status Active
- What does this RBPD Event Apply to?** section: Two radio buttons, "Whole Program" (selected) and "Individual Classroom".
- A "+ Recipient Organization" button.
- Navigation buttons: "< Previous" and "Continue >". A red arrow points to the "Continue >" button.

9. Enter the Event Detail Entries from the drop-down menus. These are required fields.
 - a. The Endorsement(s) are your current, verified Endorsement(s). If you have more than one Endorsement, select the appropriate Endorsement based on the type of work you were doing with the program.
 - b. Select the Event Type in the dropdown box based on your Endorsement and the coaching model practiced during the Event.
 - c. Select a Title from the drop down menu that best describes the Event. The Titles available are based on the Endorsement and Event Type chosen. The title you choose will show up on individuals' Learning Records if attendance is entered for the Event, and if the RBPD Event type counts for the Career Lattice.

Rules for Creating RBPD Events

- d. Enter the date of the Event.
 - e. Enter the duration of the Event in hours. Round to the nearest quarter of an hour. All Events must be at least .25 hours. The Event duration must match the total number of hours entered in the KCF Areas.
 - f. Select Service Delivery of the Event in the dropdown box.
 - i. One-on-one and In-person
 - ii. Small group work
 - iii. Skype (or other video face to face chat)
 - iv. Telephone
 - v. Email
 - g. Select the topic that best fits the work done during the Event.
10. The **Contact Info** for the Primary Specialist is visible to the Organization(s) receiving services. You can make changes, if you choose.

Contact Info ?

This contact information will be visible to organizations and can be edited per event.

Contact Name	Email Address	
<input type="text" value="Katherine Wintertest"/>	<input type="text" value="katherine.wintertest@gmail.com"/>	
Address		
<input type="text" value="15 summit ave"/>		
City	State	Zip
<input type="text" value="Minneapolis"/>	<input style="border: none; border-bottom: 1px solid #ccc; text-align: center; width: 50px;" type="text" value="MN"/> ▼	<input type="text" value="55411"/>
Phone	Fax	Website
<input type="text" value="(651) 256-5656"/>	<input type="text"/>	<input type="text"/>

Rules for Creating RBPD Events

11. Choose the Knowledge and Competency Framework hours. The Event hours and KCF hours must be the same. The KCF Areas you can choose will be based on the type of Endorsement you chose. Enter the amount of hours for each KCF Area. Click **Review Event**.

VI: Professionalism	2.00
VII.A: Establishing Healthy Practices	
VII.B: Ensuring Safety	
VII.C: Providing Healthy Nutrition	
VIII: Application through Clinical Experiences	
Total: 2	
Remaining: 0	
< Previous	Review Event

Rules for Creating RBPD Events

12. You can now review, duplicate, or manage the Event. Duplicating the Event will copy all the Event details except the date and Event attendees from the roster.

#16528
KCF Observation Tool

Status Draft

Created 10/30/2018 / by Holly Marquettetest
Updated 10/30/2018 / by Holly Marquettetest

You can duplicate or delete the Event by clicking the Event icon.



RBPD Specialists

#80281
Katherine Wintertest (Primary RBPD Specialist)
Email katherine.wintertest@gmail.com / City Minneapolis

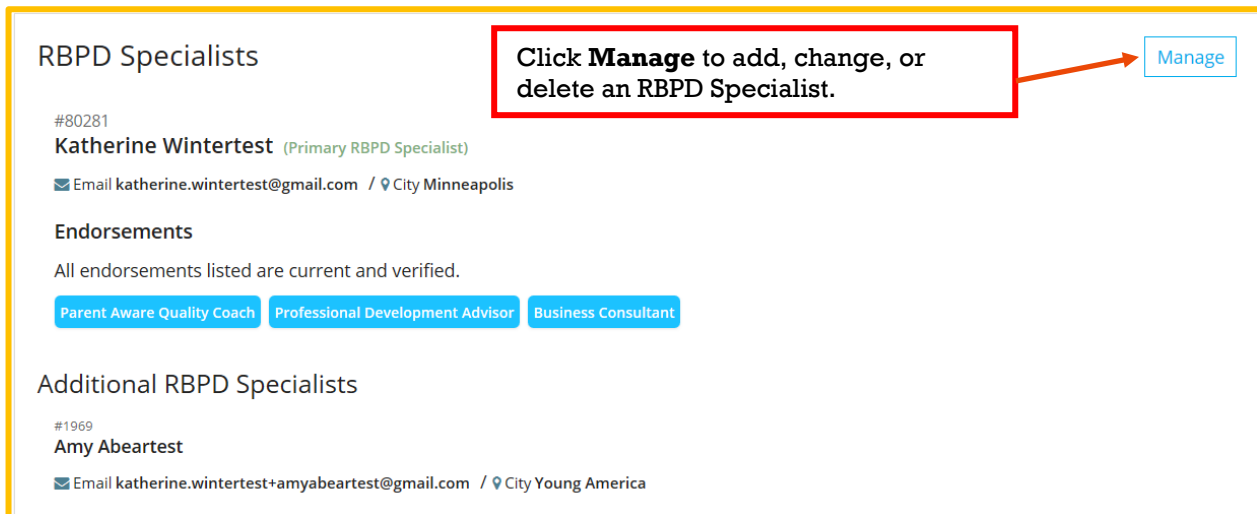
Endorsements
All endorsements listed are current and verified.

Parent Aware Quality Coach Professional Development Advisor Business Consultant

Additional RBPD Specialists

#1969
Amy Abeartest
Email katherine.wintertest+amyabeartest@gmail.com / City Young America

Click **Manage** to add, change, or delete an RBPD Specialist.



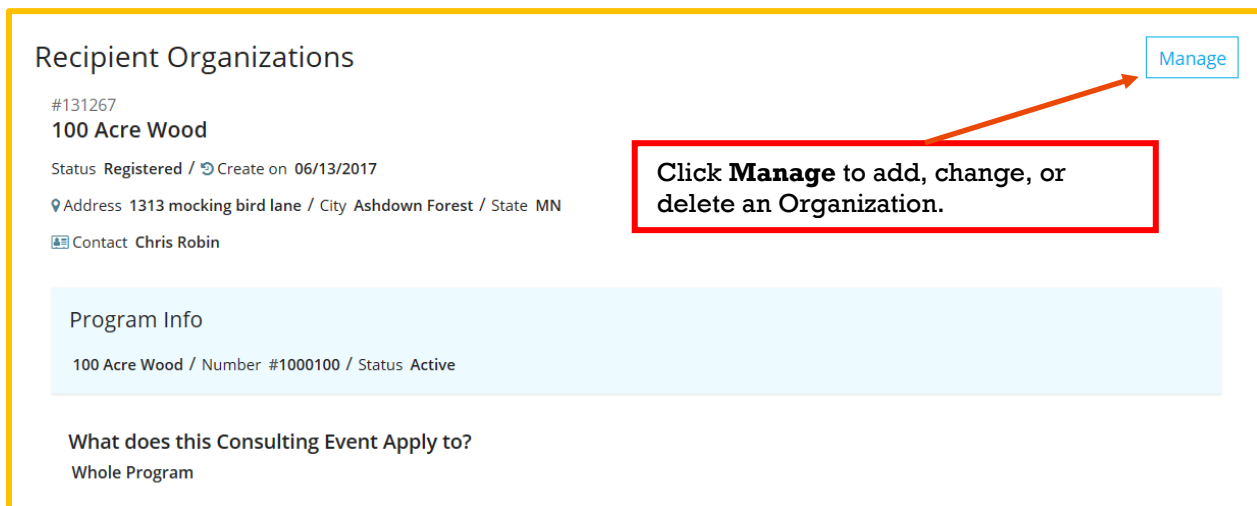
Recipient Organizations

#131267
100 Acre Wood
Status Registered / Create on 06/13/2017
Address 1313 mocking bird lane / City Ashdown Forest / State MN
Contact Chris Robin

Click **Manage** to add, change, or delete an Organization.

Program Info
100 Acre Wood / Number #1000100 / Status Active

What does this Consulting Event Apply to?
Whole Program



Rules for Creating RBPD Events

Event Details

Endorsement Parent Aware Quality Coach / Event Type Building Quality
📅 Start Date 07/20/2018 / 📅 End Date 07/20/2018 / ⌚ Duration 2hr
Service Delivery One-on-one and In-person / Topics Learning Environment

[Manage](#)

Click **Manage** to add, change, or delete Event Details.

Services

N/A

Event Contact Info

👤 Contact Name Katherine Wintertest / ✉ Email Address katherine.wintertest@gmail.com
📍 Address 15 summit ave / City Minneapolis / State MN / Zip 55411
📞 Phone (651) 256-5656

Knowledge and Competency Framework

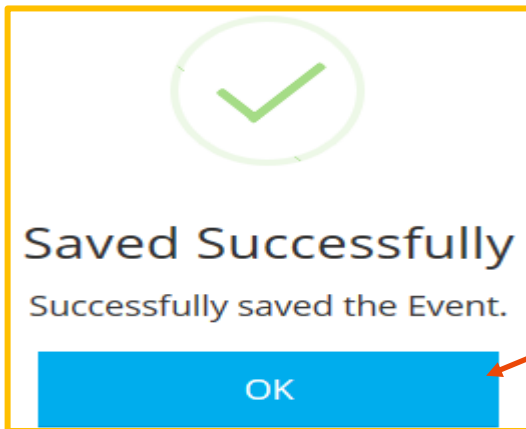
✔ VI: Professionalism (2hr)

Rules for Creating RBPD Events

13. When you have entered and reviewed all Event details, click **Submit Event**.

The screenshot displays the 'Additional Event Information' section of the RBPD event creation interface. It includes a 'Manage' button in the top right corner, which is highlighted by a red box and an arrow pointing to it. A text box next to the 'Manage' button reads: 'Click **Manage** to add, change, or delete notes or documents for the Event.' Below this, the 'Event Documentation' section shows a message: 'No Documents Have Been Added.' The 'Notes [0]' section has a 'Filter by' dropdown menu set to 'Filter by Activity' and a message: 'No Notes Have Been Added.' At the bottom left, there is a blue 'Submit Event' button, which is also highlighted by a red arrow.

14. A pop-up window will appear confirming the change. Click **OK**.



Rules for Creating RBPD Events

15. The top of the page will change to reflect the new Event status.
16. If you need to add attendees to the roster, click **Manage**.
For Events to appear on individuals' Learning Records, attendance must be added. If you do not add Event attendance, the people who attended will not get credit for their time. For more information whether your specific type of coaching counts on a Learning Record, contact your program administrator.

The screenshot shows the 'RBPD Specialist Event' interface. At the top left, there is a star icon and the text 'RBPD Specialist Event'. A 'Close' button is in the top right. Below the title, the event ID '#16484' and the title 'First Visit' are displayed. The status is 'Status Approved', which is highlighted by a red box with the text 'Status changed to Approved.' and an arrow pointing to it. To the right of the status are three buttons: 'Duplicate', 'Complete Event', and 'Cancel Event'. Below these is the 'Event Roster' section, which shows 'Attendees 0' and a 'Manage' button. An arrow points from the 'Manage' button to the right. At the bottom, there are two lines of metadata: 'Created 7/24/2018 / by Katherine Wintertest' and 'Updated 7/24/2018 / by Katherine Wintertest'.

- a. Click on **Attendee** to locate the Event attendee(s) in Develop.

The screenshot shows the 'Event Attendance' interface. At the top left, the title 'Event Attendance' is displayed. An 'Exit Roster' button is in the top right. Below the title, the event title 'First Visit' is shown, followed by the date and duration '7/20/2018 2.00 Hours'. The 'RBPD Activity ID: 16484' is displayed on the right. Below this is the 'Active Roster' section, which contains a message box that says 'No event attendees recorded'. A red arrow points from the 'Attendee' button in the bottom right corner to the 'Active Roster' section.

Rules for Creating RBPD Events

- b. Enter the person's Develop ID number to find the person or people who attended the Event. Click **Locate**.

Add Attendee « Hide Form

METHOD 1 : Locate Attendee's Account in Develop

A. By Individual ID

Enter Individual ID

C. Advanced Search

Search by name or city

B. By SSN and Birth Date

Last 5 Digits of SSN

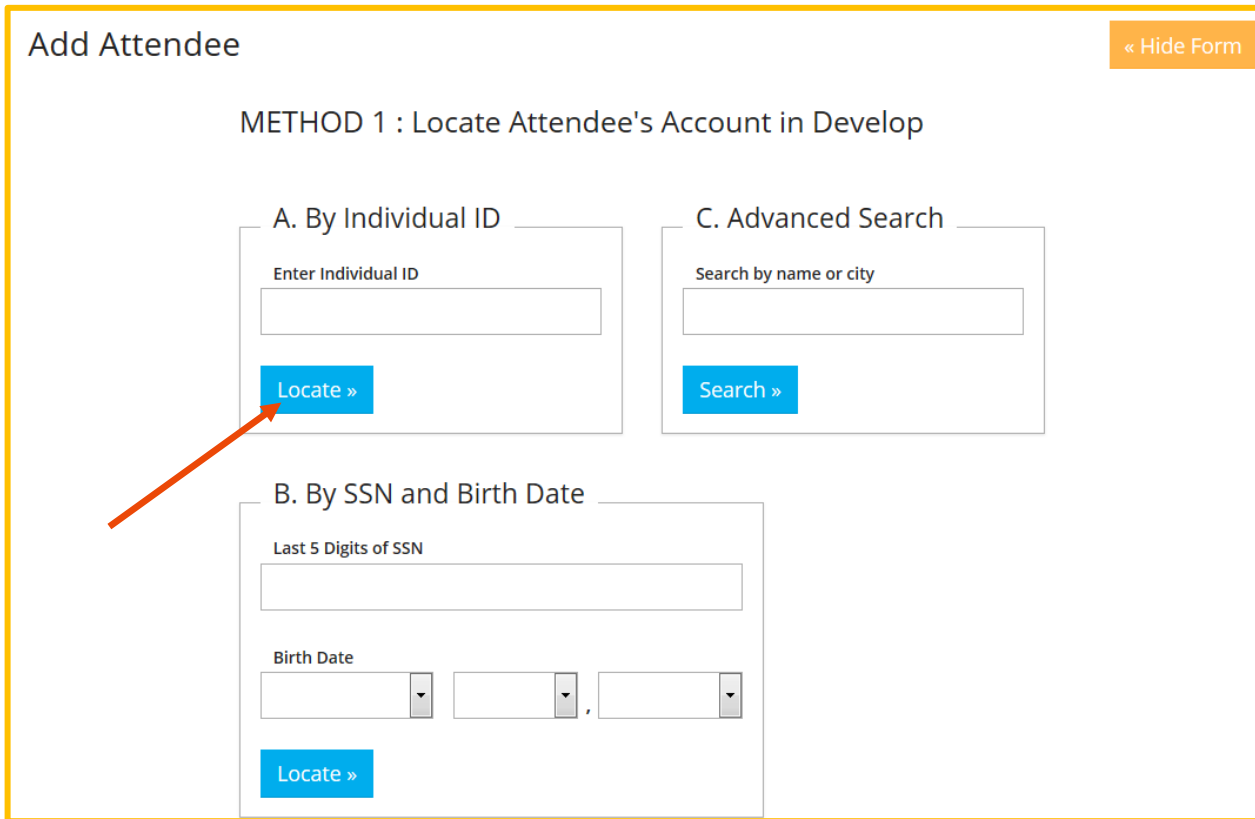
Birth Date

 ,

Locate »

Search »

Locate »



Rules for Creating RBPD Events

- c. When you have found the correct person, click **Complete Registration**.
- d. Continue adding people until you have entered attendance for each person who attended the Event.

Develop Account Found

[« Return](#)

Please verify that this is the correct person before adding them to the roster.

Individual ID	80290
Name	Tom Jones
Address	444 Lafayette Saint Paul, MN 55144 Ramsey County
Home/Mobile Phone	(651) 487-4879
Work Phone	--
Email Address	katherine.wintertest+tom@gmail.com

[Complete Registration](#)

17. Click **Exit Roster** when finished entering attendance.

Event Attendance

[« Exit Roster](#)

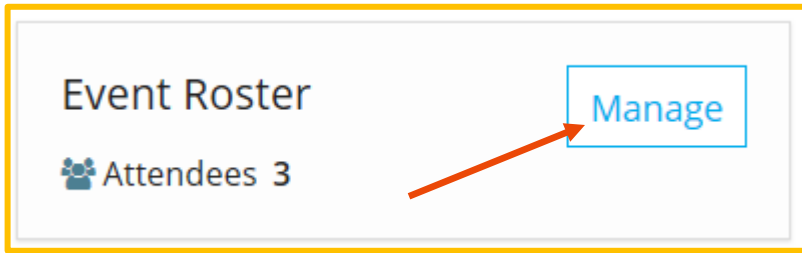
First Visit

7/20/2018 2.00 Hours

RBPD Activity ID: 16484

Rules for Creating RBPD Events

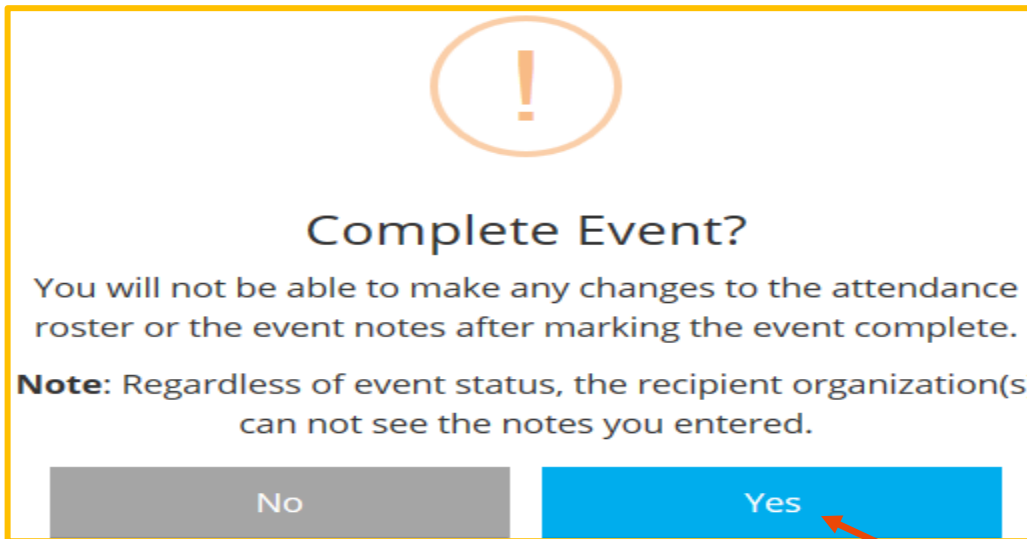
18. The Event Roster will show the attendees. Click **Manage** to add/remove attendees.



19. When finished with adding attendees, click **Complete Event**.

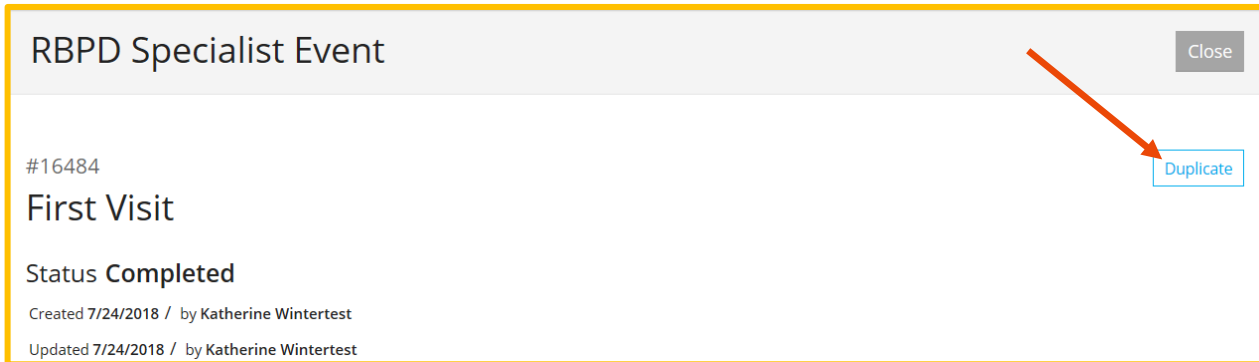


20. You will see a pop-up confirming you want to complete the Event. If the Event is complete, click **Yes**. After this, you will not be able to make any changes to the Event.



Rules for Creating RBPD Events

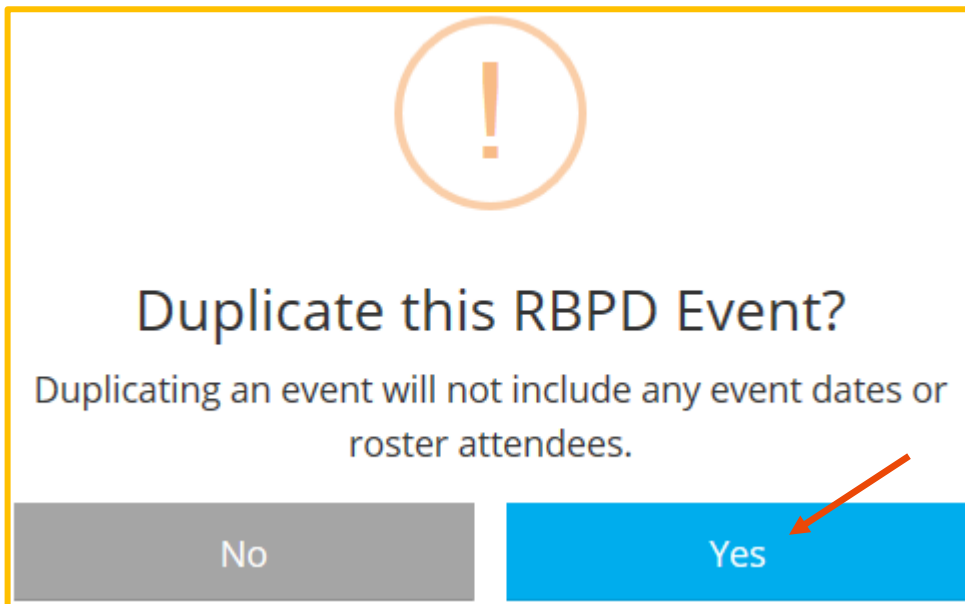
21. Even after the Event status is changed to Completed, you can still duplicate the Event by clicking **Duplicate**.




RBPD Specialist Event Close

#16484
First Visit
Status **Completed**
Created 7/24/2018 / by Katherine Wintertest
Updated 7/24/2018 / by Katherine Wintertest

Duplicate





Duplicate this RBPD Event?

Duplicating an event will not include any event dates or roster attendees.

No Yes

Rules for Creating RBPB Events

22. You will receive the following message before you start to duplicate the Event. Click **Manage**.

#16485

First Visit

This Event is a Duplicate.

The event date has been cleared out as part of the duplication process. Click the manage button in this message or within the event details section to update this information.

[Manage](#)

23. When you go to My RBPB Events page, all your Events will be listed. You will see a new status, **Draft**.

My RBPB Events

Event Status
Filter by Status

Event Type
Filter by Type

Search all RBPB events by RBPB Activity ID, title, RBPB Specialist name, RBPB organization name, or recipient organization name

[Search](#) [Reset](#)

[New Event](#)

ID	Date	Event Title	Recipient Organization	Type	RBPB Specialist	Created	Status
16484	07/20/18	First Visit	100 Acre Wood	Building Quality	Katherine Wintertest	07/24/18	Completed
16461	04/04/18	KCF Observation Tool	100 Acre Wood	Building Quality	Katherine Wintertest	04/25/18	Pending
16485		First Visit	100 Acre Wood	Building Quality	Amy Abeartest	07/24/18	Draft

Rules for Creating RBPB Events

Entering Group Coaching Events

1. To enter a group coaching Event, add each program that attended to the RBPB Event (follow steps 5 & 6 in the RBPB Event entry instructions to add multiple Organizations to one Event). If appropriate for your Event type, enter the Event attendance for each individual who attended (follow steps 16 & 17 in the RBPB Event entry instructions to add individuals to the Event roster).
2. To correctly document participation in an RBPB Event with multiple programs in the Parent Aware Full-Rating Pathway, you may need to enter multiple Events with different Event types. (Remember that you can duplicate an Event and change the Event type to make this process easier. Follow steps 21 & 22 to do this.)

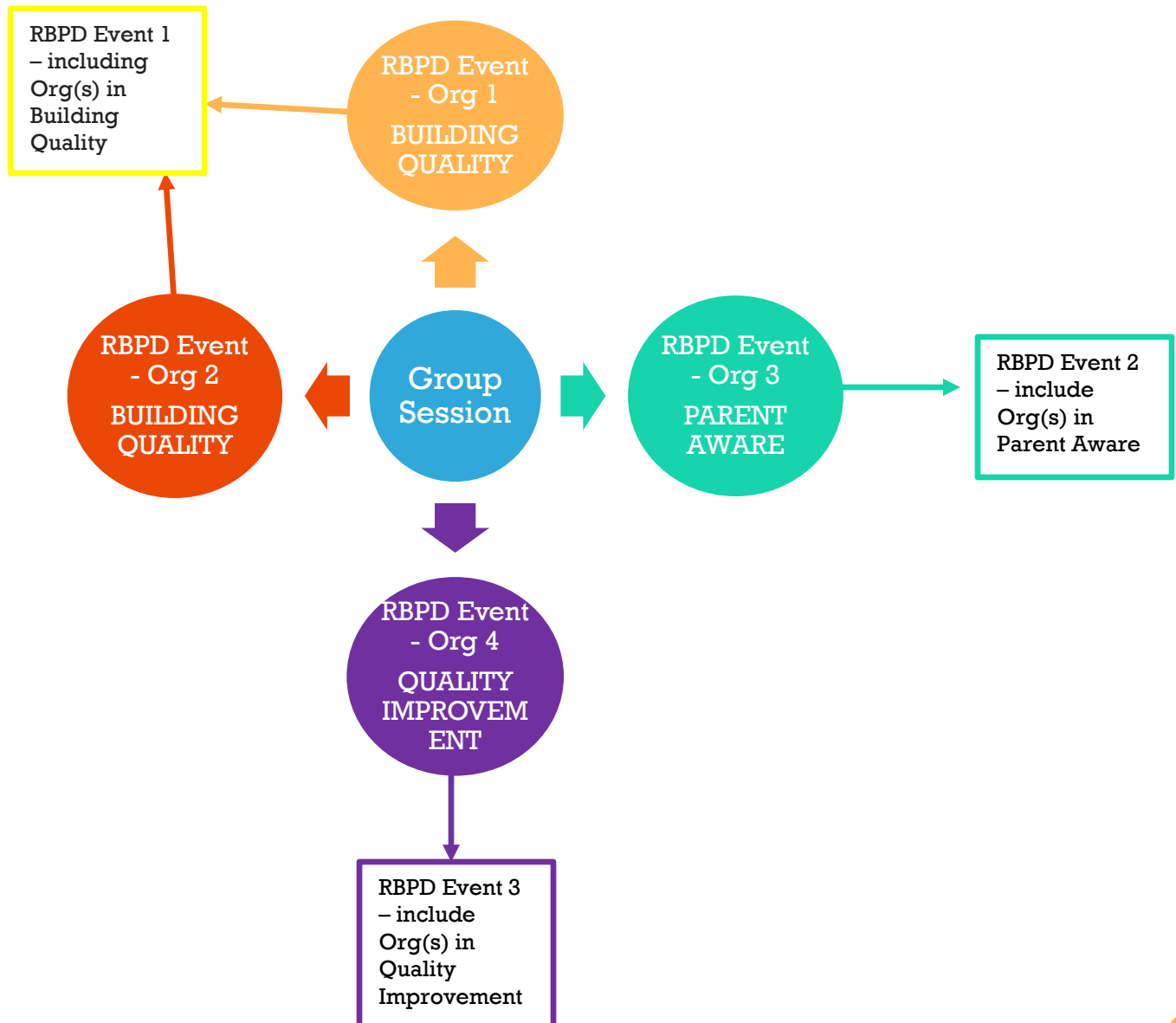
Rules for Creating RBPB Events

Here is an example of an Event with participants from programs in Building Quality, Parent Aware, and Quality Improvement.

RBPB Event 1: Enter an RBPB Event with the Event type “Building Quality” and add the Orgs in the Building Quality phase of Rating.

RBPB Event 2: Enter an RBPB Event with the Event type “Parent Aware” and add the Org in the Full-Rating phase of Rating.

RBPB Event 3: Enter an RBPB Event with the Event type “Quality Improvement” and add the Org in the Quality Improvement phase of Rating.



Rules for Creating RBPD Events

DEVELOP HELPDESK:

833-605-6938 § support@develophelp.zendesk.com

Available by phone Monday through Thursday from 7:30 a.m. to 4:30 p.m., and Friday from 7:30 a.m. to 12:30 p.m.

For assistance in Hmong, Somali or Spanish, contact the Language Access Line provided through Child Care Aware of Minnesota.

- 888-291-9811
- 651-655-0150

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